



Ministry of Health



**MINISTRY OF HEALTH
GLOBAL FUND PROJECT
TB COMPONENT (LKA-T-MoH)**

Immediate Vacancy

Global Fund to Fight AIDS, Tuberculosis & Malaria (Global Fund) has awarded two grants to Sri Lanka amounting to US\$ 9,427,299 for the period 01st January 2022 to 31st December 2024 of which the Ministry of Health is the Principal Recipient. The components are involved in the prevention and control of HIV/AIDS and Tuberculosis.

Fulltime services of **the following position (one vacancy) on contract basis up to 31st December 2023** are required for the TB Grant of the Global Fund Project, Ministry of Health (MoH) and applications are being called only from suitable candidates who possess required qualifications, experience, skills and competencies.

• **Project Officer**

Project Officer will assist Project Manager in providing programmatic & financial guidance focusing on Monitoring & Evaluation activities; and coordinating with the central, provincial and regional level officers regarding the timely submission of proposals and other documents. He/she will also involve in preparation of annual activity plans, strategic plans and budget plans related to funding proposals and report to the Project Manager.

The Project Officer reports to the Project Manager, TB Grant / Director, NPTCCD and will be based at the National Programme for Tuberculosis Control and Chest Diseases, Public Health Complex, Narahenpita, Colombo 05.

MAIN DUTIES AND RESPONSIBILITIES:

1. Contribute to the overall process of the Project specially focusing on Monitoring & Evaluation activities and coordinating other specific activities assigned by the Project Manager.
2. Scrutinize and review all documents submitted by the districts and Activity Coordinators at the centres, identify any document deficiencies, and ensure getting down the missing documents by contacting the relevant officers/district level authorities.
3. Ensure timely payments of advances to the districts, timely settlements of advances from districts and maintenance of records pertaining to the advance payments.
4. Provide assistance in the reviews done by authorized auditing firms, internal auditors and government auditors.
5. Carryout data collection, data entry and assist in data analysis.
6. Provide assistance in preparation of the TB Performance Update Disbursement Report (PUDR), and collect & compile programme related data that are necessary for the completion of the PUDR.
7. Coordinate and assist in the execution of surveys, annual activity plans, strategic plans, budget plans related to funding proposals and prepare/compile reports.
8. Liaise with and assist the appropriate staff members of the Global Fund Project and/or the counterpart officials such as MoH, regional officials, other project partners & stakeholders regarding the timely submission of proposals & other documents; and implementation of the Global Fund activities.
9. Coordinate, organize and provide logistical & administrative support (such as arranging appointments; translating the local language into English and vice versa; collecting/distributing materials & information as necessary; and preparing minutes after workshops, trainings & meetings) for the stakeholder & other meetings undertaken by the Global Fund Project, national & international workshops, exchange visits in relation to the project activities, trainings, and other project management discussions.
10. Assist with monitoring and evaluation activities of the Project.
11. Assist/support other Grants of the Global Fund Project of the Ministry of Health, if and when required.
12. Any other Global Fund Project related activities entrusted by the Supervising authorities.

REQUIRED EDUCATIONAL QUALIFICATIONS, EXPERIENCE, SKILLS & COMPETENCIES:

1. A Bachelor's Degree in Project Management, Science, Management, Statistics or in a related field which is recognized by the University Grants Commission or A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in Project Management, Science, Management, Statistics or in a related field or An associate membership/ A similar professional qualification obtained from a recognized professional institution in

Project Management, Science, Management, Statistics or in a related field or Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 7, issued by a Technical Vocational Training Institute accepted by Tertiary and Vocational Education commission for Project Management, Science, Management, Statistics or in a related field.

Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 6, issued by a Technical/ Vocational Training Institute accepted by Tertiary and Vocational Education commission for Project Management, Science, Management, Statistics or in a related field and At least 05 years of experience in the required area of specialization.

Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 5, issued by a Technical/ Vocational Training Institute accepted by Tertiary and Vocational Education commission for Project Management, Science, Management, Statistics or in a related field to technical field and At least 10 years of experience in the required area of specialization.

2. Postgraduate diploma in Project Management will be an added advantage.
3. Minimum of 2 years' post qualification (progressive experience) experience in a similar or related field is required.
4. Preference will be given to those who have at least 3 years' prior working experience in a similar capacity in a related field in foreign funded projects, especially in the public sector.
5. Working experience in report writing such as planning, writing, analysis and editing is necessary.
6. Formal training / certification in Project Management or a related field will be a definite asset.
7. Working experience in the use of computers and office software packages (MS Word / Excel / PowerPoint / Internet / Email / Fax / Post / SMS / Viber / WhatsApp / Virtual or online communication tools such as Skype / Zoom / MS Teams etc.), and being adept at statistical software, spreadsheet, word processing, presentation, internet and email is a must, and required to produce certificates as proof.
8. Demonstrated communication skills (written and oral) – Working knowledge in English and confidence in Sinhala and/or Tamil language is required and need to submit proof certificates.
9. Demonstrated negotiation/consultation skills is required.
10. Should be proactive with high level of ownership of work and an outstanding team player with the ability to adapt to organization's environment.

GENERAL CONDITIONS:

1. The duty station will be Colombo but may need to travel to project implementation sites all over the country.
2. Age should be below 64 years as at 31.12. 2023.
3. Recruitment will be on contract basis. The **initial contract will be up to 31.12.2023**, of which the first three months will be on probation.
4. The contract period **may be** renewable annually, through the satisfactory performance demonstrated at a formal performance appraisal by the Supervising Officers.
5. Salary is as per PS 06: Category A of the Management Services Circular No 01/2019 - 15.03.2019 (Rs. 55,000.00 + Rs. 7,800.00 = Rs. 62,800.00).
6. The contribution of the employer for EPF is 12% and ETF is 3% of the salary. The EPF contribution of the employee is 8% of the salary.
7. Annual Holiday & Leave: As per the Shop and Office Employees Act.
8. Working hours: 8.30am – 4.15pm – Monday - Friday.
9. Dress code: Smart casual
10. Selected applicant should be able to take up the assignment within reasonable time period preferably immediately or within one month.
11. Candidates who are already in the public service should send their applications through the relevant Secretary to the Ministry / Head of the Department or Institution / CEO of the Agency who should indicate that the candidate could be released immediately in the event of being selected to the post.
12. No officer will be selected if he/she has been subjected to any disciplinary action during his/her career.
13. Only short-listed candidates will be called for an interview.

Closing Date: 12th November 2023

Applications with detailed Curriculum Vitae or Bio Data (no specific format) attaching copies of education, experience and other qualifications along with the contact telephone/fax/email address should be sent through REGISTERED POST (ONLY) to the ADDRESS below with the title "APPLICATION FOR THE POST OF PROJECT OFFICER, TB GRANT, GLOBAL FUND PROJECT" on or before 12th November 2023 (Closing Date).

The Project Director,
Global Fund Project Management Unit, 3rd Floor, Public Health Complex, No. 555/5, Elvitigala Mawatha, Colombo 05.

Applications which do not meet the required qualifications, experience, skills and competencies; which are late, incomplete, not included supporting documents, sent via any other methods other than REGISTERED POST (email, hand delivery or to any other address) will not be considered and rejected.