



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 31<sup>st</sup> 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.

• **HR Assistant**

The HR Assistant will to assist in carrying out the day-to-day HR activities and to be accountable for the overall HR related work in the TB grants' HR Plan prepared in accordance with the grant's HR Plan which was submitted and approved by the Global Fund.

The HR Assistant 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. Assist in handling, provision of support/assistance, implementing and evaluation of day today HR administrative functions in executing HR policies, procedures, programs and practices; recruitment and selection process; performance evaluation process; compensation and benefits programs; grievance handling; employee relations; talent engagement and management; HR planning; learning and development programs; human resource planning; career planning; and industrial relations and labour law; etc according to GoSL/MoH/GF guidelines.
2. Assist compiling, updating and maintaining all Project staff of the grant (full time project staff and staff seconded to the project from GoSL on 1/3 basis) records/of the personal files according to GoSL/MoH/GF guidelines during the employee life cycle including appointment letters, relevant increments, warning letters, attendance, holidays, absence, leave, overtime records, employment contract renewals, documentation relation to terminations and exit procedures etc.; of the component of all staff with ensured confidentiality.
3. Assist in coordinating recruitment and selection process, manage and place job advertisements in the respective job boards, issue appointment letters on time, prepare and issue employment contract renewals, new employee inductions,
4. Assist in performing Payroll activities: preparation of salaries of all staff of the Grant's and maintenance of absence, leave and overtime reports, salary reports & issuing pay slips etc; for all relevant staff.
5. Assist in coordinating benefit schemes such as EPF/ETF and PAYE payments (statutory payments) for relevant staff in the project and all correspondence with relevant offices in liaison with the finance department and maintenance of relevant files.
6. Performance Management – Assist in coordinating performance evaluations of all Project staff of the Grant; timely preparation and issue employment contracts renewals with related increments (if any).
7. Assist in adhering to staff code of conduct, monitors discipline and staff welfare and ensure staff welfare procedures are operative.
8. Assist in handling and /or coordinate all legal and labour related HR matters of the Project staff of the grant.
9. Assist/support other grants of the Global Fund Project of the Ministry of Health if and when required.
10. Any other tasks related to human resources designated by the Program Director which may arise out of the course of business.

**REQUIRED EDUCATIONAL QUALIFICATIONS, EXPERIENCE, SKILLS & COMPETENCIES:**

1. Should have passed in all the subjects in one sitting (except Common General Test and General English) at the General Certificate of Education (Advanced Level) Examination. It is sufficient to have passed in three (03) subjects in one sitting under the old syllabus; and

- Should have passed the General Certificate of Education (Ordinary Level) examination in six (06) subjects at one sitting with four (04) credit passes in Sinhala / Tamil / English Language and Mathematics and two other subjects.
2. Preference will be given to those who have minimum 3 to 4 years' prior working experience in a similar capacity in foreign funded projects, especially in the public sector.
  3. Formal training in Human Resources Management will be a definite asset.
  4. Should be proactive with high level of ownership of work and an outstanding team player with the ability to adapt to organization's environment.
  5. 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.
  6. 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.
  7. Demonstrated negotiation /consultation skills is required.
  8. Experience in Accounting /Finance is an added qualification.

#### **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 Public Administration Circular No 03/2016; Service Code: MN 2 - Grade III. (As at 01.01.2023: Rs. 28,940.00\*1.5 + Rs. 7,800.00 = Rs. 51,210.00)
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: 12<sup>th</sup> 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 HR ASSISTANT, TB GRANT, GLOBAL FUND PROJECT" on or before 12<sup>th</sup> November 2023 (Closing Date).**

**The Project Director,  
Global Fund Project Management Unit, 3<sup>rd</sup> 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.**