



**MINISTRY OF HEALTH  
GLOBAL FUND PROJECT  
TUBERCULOSIS COMPONENT (LKA-T-MOH)**

**Vacancy**

The Ministry of Health is the Principal Recipient of 3 grants amounting over US\$ 8.7 million awarded by the Global Fund for the period 01st January 2019 to 31st December 2021. The components (on project support) are involved in the prevention and control of HIV/AIDS and Tuberculosis, as well as the prevention of reintroduction of Malaria in Sri Lanka (on budget support).

Applications are called from qualified and experienced individuals for the following position at the Tuberculosis (TB) Component of the Global Fund Project.

**POST OF 'PROJECT OFFICER' – TB Component, Global Fund Project  
– 01 vacancy - Contract Basis  
(Management Service Circular No 01/2019; Service Code: PS – 06: Category A)**

A fulltime service of a "Project Officer" is required for the TB Grant of the Global Fund Project to support activities of the Component. Project Officer will assist Project Manager to provide programmatic, financial guidance; and coordinate with central, provincial and regional level officers regarding timely submission of proposals and other documents. He/she will also involve in preparation of annual activity plans, strategic plans, budget plans related to funding proposals and report to the Project Manager.

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

**DUTIES AND RESPONSIBILITIES:**

1. Contribute to the overall process of the Project while coordinating specific activities assigned by the Grant Director.
2. Scrutinize and review all documents submitted by districts and activity coordinators at the centre and identify any document deficiencies and ensure getting down the missing documents by contacting 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 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 the preparation of the TB Performance Update Disbursement Report (PUDR) and collect and compile on programme related data that are necessary for the completion of the PUDR
7. Coordinate and assist the execution of surveys, annual activity plans, strategic plans, budget plans related to funding proposals and prepare/compiling reports.
8. Liaise with and assist appropriate staff members of the Global Fund Project and/or counterpart officials such as MoH, regional officials, other project partners and stakeholders regarding timely submission of proposals and other documents and in implementation of the Global Fund activities.
9. Coordinate, organize and provide logistical and administrative support (such as arranging appointments, translating the local language into English and vice versa, collecting/distributing materials and information as necessary, prepare minutes after workshops, trainings and meetings) for stakeholder and other meetings undertaken by the Global Fund Project National and International workshops, exchange visits in relation to 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 needed.
12. Any other Global Fund Project related activities entrusted by Supervising authorities.

## **REQUIRED EDUCATION QUALIFICATIONS, EXPERIENCE, SKILLS & COMPETENCIES:**

1. A Bachelor's Degree in the relevant 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 the relevant field or An associate membership/ A similar professional qualification obtained from a recognized professional institution in the relevant 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 post related to Technical 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 post related to Technical 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 post related to Technical field and At least 10 years of experience in the required area of specialization.

2. Post graduate degree in Project Management will be an added advantage.
3. Preference will be given to those who have at least 3 years' prior working experience in a similar capacity in foreign funded projects, especially in the public sector
4. Strong computer skills adept at statistical software, spreadsheet, word processing, presentation, internet and email software is a must.
5. Highest proficiency in English is required with fluency in Sinhala and/or Tamil language.
6. Demonstrated communication skills (written and oral) and negotiation /consultation skills is required.
7. Proactive with high level of ownership of work and team player.

## **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. 2020.
3. Recruitment will be on contract basis.
4. The initial contract will be for one year and then till 31.12.2021 until the end of the current funding cycle. The first three months will be on probation. The contract period is renewable, through the satisfactory performance demonstrated at a formal performance appraisal by the Supervising Officers and Global Fund written approval.
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. Selected applicant should be able to take up the assignment within reasonable time period preferably within one month.
8. Candidates who are already in the public service should send their applications through the relevant Head of the Department / CEO of the Agency who should indicate that the candidate could be released in the event of being selected to the post.
9. Only short-listed candidates will be called for an interview.

**All applications should be sent through post or via email along with the CV and copies of relevant certificates and documents (essential) in order to prove the qualification and experience, which otherwise will not be considered.**

State the position you are applying ("Application for the post of 'Project Officer', TB Component, Global Fund Project") on top of the left side of the envelope to reach the address below.

**Closing Date: 01<sup>st</sup> November 2020**

**The Project Director,**

Project Management Unit – Global Fund Project, 3<sup>rd</sup> Floor, Public Health Complex,  
No 555/5, Elvitigala Mawatha, Colombo 05.

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