



Ministry of Health



MINISTRY OF HEALTH GLOBAL FUND GRANT HIV COMPONENT (LKA-H-MoH)

Vacancies

Global Fund to Fight AIDS, Tuberculosis & Malaria (Global Fund) has awarded 2 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 project supported components are involved in the prevention and control of HIV/AIDS and Tuberculosis.

Fulltime services of following positions on contract basis are required for the HIV Grant of the Global Fund Project, Ministry of Health (MoH) and applications are being called only from suitable candidates who possess stated minimum qualifications and experiences. 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 ONLY BE EMAILED with the title “Application for the post of (Post you wish to apply), HIV Grant, Global Fund Project” to vacancygfatm@gmail.com on or before the closing date 12th June, 2022. Late/applications submitted other than email or incomplete applications and applications without requested attachments will be rejected.

The selected candidates will report to the Director - National STD/AIDS Control Program (NSACP)/ Project Manager – HIV Component. and will be based at the HIV Component Project Implementation Unit, Medi-House, Colombo 10.

Post of “PROCUREMENT OFFICER”; HIV Component – Global Fund Grant – Contract Basis - 01 Vacancy - (Salary level: Management Service Circular No: 01/2019 - PS6)

Procurement Officer will implement the organization’s Procurement Plan prepared in accordance with the HIV grant’s/ MoH’s Procurement and Supply Management Plan submitted to the Global Fund in the Grant Agreement.

Required Qualifications, Experience, skills and Competencies:

1. A Bachelor’s Degree in Procurement or Supply Chain Management, 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 Procurement / Supply Chain Management OR An Associate membership / A similar professional qualification obtained from a recognized professional institution in Procurement / Supply Chain Management OR Having obtained a certificate of proficiency not below than the National Vocational Qualification (NVQ) Level 7, issued by a Technical/ Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Procurement / Supply Chain Management OR

Having obtained a certificate of proficiency not below than the NVQ Level 6, issued by a Technical/ Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Procurement / Supply Chain Management and At least 05 years’ experience in Procurement / Supply Chain Management. OR

2. Having obtained a certificate of proficiency not below than the NVQ Level 5, issued by a Technical /Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Procurement / Supply Chain Management and At least 10 years of experience in Procurement / Supply Chain Management. Postgraduate degree in combination with 5 years’ hands on experience in procurement of pharmaceutical and health products is required.
3. Formal training and prior experience in the field of Procurement or Supply Chain Management is mandatory.
4. Formal certification in Procurement (e.g., CIPS) will be an added advantage definite asset.

Post of “FINANCE SUPERVISOR”; HIV Component – Global Fund Grant – Contract Basis - 01 Vacancy (Salary level: Management Service Circular No: 01/2019 - PS6)

Finance Supervisor will be to coordinating donor requirements, project implementation work and coordinating with the MoH to provide detailed financial analysis, report creation, budget management, performance tracking and value-added analysis for the budget and financial performance of the Grant. In addition, he/she will be providing guidance to the Finance team of the Grant to ensure correct financial management of Grant and accurate and timely reporting of financial information.

Required Qualifications, Experience, skills and Competencies:

1. A Bachelor's Degree in Accountancy, Financial Management or Commerce 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 Accountancy, Financial Management or Commerce; or an Associate Membership / A similar professional qualification obtained from a recognized professional institution in Accountancy, Financial Management or Commerce (Strategic Level I in ICASL or Managerial Level II in CIMA) or having obtained a certificate of proficiency not below than the National Vocational Qualification (NVQ) Level 7 issued by the Technical Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Accountancy, Financial Management or Commerce. OR

Having obtain a certificate of proficiency not below than the NVQ Level 6 issued by a Technical/Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Finance field and at least 05 years of experience in the Finance field. OR

Having obtain a certificate of proficiency not below than the NVQ Level 5, issued by a Technical/Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to the Finance Filed and at least 10 years' experience in the Finance field.

2. Minimum of 2 years' Post Qualification in Finance Field (progressive experience) is required.
3. At least 3 - 4 years' hands-on experience in similar a capacity or as an Accounts Executive, with experience in timely disbursement of finances and monitoring disbursements, preparing and submitting quarterly/biannual financial reports as required by the donor agency and maintaining necessary records.
4. Excellent working knowledge of Financial Regulations and other relevant rules and regulations of the Government of Sri Lanka is essential.
5. Good knowledge of project finance and project budgeting is a definite asset.
6. Hands on experience with Accountancy software packages, such as AccSoft, QuickBooks® will be an advantage.
7. Chartered/Corporate membership of a recognized international professional association would be an asset.

General Conditions (For both positions):

1. Applicants must submit their CV/ Bio data (no specific format) **with all relevant scanned copies of certificates** only through email to vacancygfatm@gmail.com
2. 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.
3. Demonstrated communication skills (written and oral) – Working knowledge in English and confidence in Sinhala and/or Tamil language is required and require to submit proof certificates.
4. Demonstrated negotiation/consultation skills is required.
5. Preference will be given to those who have prior working experience in a similar capacity in the specific fields in foreign funded projects, especially in the public sector.
6. The duty station will be Colombo 10 but may need to travel to project implementation sites all over the country.
7. Age should be below 64 years as at 31.12. 2022.
8. Recruitment will be on contract basis.
9. The initial contract will be for one year, of which the first three (3) months will be on probation. The contract period is renewable annually, through the satisfactory performance demonstrated at a formal performance appraisal by the Supervising Officers and Global Fund written approval.
10. Salary is as per the Management Services Circular No 01/2019 – 15.03.2019 – Salary level: PS 6 (starting Rs. 55,000 + Rs. 7,800.00= Rs. 62,800.00).
11. 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.
12. 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.
13. No officer will be selected if he/she has been subjected to any disciplinary action during his/her previous career and it is a must to mention two (2) non-related referees with their contact details.
14. These vacancies are immediate requirements. Hence, the selected applicants should be able to take up the assignment at lease within one month.
15. Only short-listed candidates will be called for an interview. and selected candidates only will be informed through email in the CV/ resume to the email as mentioned in there.

Closing Date: 12th June, 2022.