

**MINISTRY OF HEALTH
GLOBAL FUND GRANT
HIV COMPONENT**

Post of ICT Assistant

Global Fund to Fight AIDS, Tuberculosis & Malaria (Global Fund) has awarded grants to Sri Lanka amounting to US\$ 6,381,149 for the period 01st January 2025 to 31st December 2027 of which the Ministry of Health is the Principal Recipient. This project supported components are involved in the prevention and control of HIV/AIDS and Tuberculosis.

The ICT Assistant, will be responsible for providing Information & Communication Technology support for all digital systems of NSACP. The position will be under the supervision of the coordinator (Strategic Information Management Unit) and Director - National STD/AIDS Control Programme (NSACP) and will be based at the Strategic Information Management Unit (SIM) of NSACP located at the 1st Floor, Suwasiripaya, No. 385, Rev. Baddegama Wimalawansa Thero Mawatha, Colombo-10.

Duties and Responsibilities:

1. Provide ICT hardware and software support to the implementation, sustainability and maintenance of Electronic Information management system (EIMS), Prevention Information Management System (PIMS) , Know4sure.lk and the web and KP dashboard of NSACP
2. Installing and configuring, setting up peripheral locations, maintaining and repairing of the servers and hardware, helping and training of users, keeping records on user activities and maintenance of all digital systems on NSACP.
3. Provide administrative support for meetings under SIM unit, workshops and training programmes.
4. Maintain a comprehensive filing system for all EIMS, PIMS, Know4sure.lk of NSACP
5. Assisting the ICT officer in maintaining the inventory of electronic items under SIM unit of NSACP
6. Obtain documents and information from outside sources or other sections within the institution and disseminate such information as required.
7. Assist/support other grants of the Global Fund Grant of the Ministry of Health, when needed.
8. Any other activity supervised or instructed by the Coordinator SIM Unit.

Required Qualifications, Experience and Competencies:

1. Should have passed the General Certificate of Education (Ordinary Level) examination in six (06) subjects at one sitting with credit passes in Sinhala/Tamil/English Language, Mathematics, and two other subjects and a pass in all subjects at the General Certificate of Education (Advance Level) Examination (other than the common general paper) at one sitting (a pass in 3 subjects under the old syllabus at one sitting would be sufficient)
2. Diploma completed in ICT related field or part qualified; or National Vocational Qualification (NVQ) level 4 or higher NVQ certificate in the field of Computer/Information Technology/Information and Communication Technology; or A course in the field of Computer /Information Technology /Information Communication Technology of which the duration is not less than 1500 hours will be an added advantage.
3. 2-3 years hands-on working experience in computer hardware, networking and communication, MIS help desk, MS Office (Word, Excel and PowerPoint) is essential.
4. Preference will be given to those who have prior working experience in a similar capacity in foreign funded projects, especially in the public sector.
5. Experience in working with secured information system is preferable.
6. Ability to work independently to hardware troubleshoot, perform root cause analysis, identify and isolate technical issues etc.
7. Ability to repair desktop and laptop computers will be an added advantage
8. Formal training in the relevant field will be a definite asset.
9. Formal certification in relevant field will be a distinct advantage.
10. Outstanding team player with the ability to adapt to organization's environment and has an interest to grow with the organization.
11. Strong computer skills adept at statistical software, spreadsheet, and word processing, presentation, internet and email software is a must.
12. Proficiency in English is required with fluency in Sinhala and/or Tamil language.
13. Demonstrated communication skills (written and oral) and negotiation /consultation skills is required.



Ministry of Health,

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. 2026.
3. Recruitment will be on contract basis.
4. The initial contract will be for one year, of which the first three 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.
5. ICT Assistant's salary is as per Public Administration Circular No 02/2026; Service Code: MN-2 -Grade III. (Initial salary: [Rs. 88,240.00 = Basic Salary: Rs. 46,960.00 * 1.5 + Cost of Living Allowance: Rs. 17,800.00])
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.