

## NATIONAL STD/AIDS CONTROL PROGRAMME (NSACP)

### Ministry of Health & Mass Media

**Post of Assistant to the Lab/ Testing Assistant, for mobile container clinics  
This post is contracted through Non- Government Organization (NGO/Community  
Based Organizations (CBO).**

This Assistant to the Lab position for the mobile container clinics is a contracted post (Not a permanent appointment by the Ministry of Health). This employee will be contracted for the period of one year. Renewal and extension will be based on individual performance, the individual's attitude, work commitment and other requirements as per the program. The contract will be the National STD/AIDS Control Program, Ministry of Health & Mass Media, Sri Lanka.

Appointments will be by a competitive formal selection process based on the required qualifications.

Duty hours: Monday – Friday 8.30 am to 4.15 p.m. are routine working hours. However, working hours are adjusted and flexible based on the needs of the Mobile Container clinic operation and community-based programs arrangements.

In any special need, on the request of the supervisor, Saturdays, Sundays and holidays can be included when lieu- leave will be granted.

### **DUTIES AND RESPONSIBILITIES:**

Generally, this particular position has to work within a Mobile truck clinic unit. The employee has to coordinate with a team comprising of the mobile unit outreach coordinator and the work team consists of program consultant, medical officers, outreach team from FPA and NSACP. The immediate supervision will be by the National Consultant/ Key Population Unit/NSACP.

The responsibilities are as follows.

1. Assist and organize patient examination, sample collection and testing.
2. Perform testing of Human Immunodeficiency (HIV), Syphilis, Hepatitis B (HBV) and Hepatitis C (HCV) viruses.
3. Collect biological samples for required investigations such as VDRL, TPPA, HIV ELISA, HIV confirmation, HBV profile, HCV RCR, Gonorrhoea, Chlamydia, and other procedures when required.

4. Perform and operate Point of Care equipment for liver profile, lipid profile, renal profile, Hepatitis B, C profiles, and blood sugar testing.
5. Label, check, document, and dispatch biological samples to the laboratory each operation day.
6. Assist performing US scanning.
7. Manage estimation, inventory, commodity management records for each health commodity.
8. Distribute HIV self-test according to the request.
9. Clean and sterilize equipment.
10. Maintain lab premises, work area and equipment clean and tidy.
11. Maintain commodity, administrative and stationary register.
12. Receive stocks from the Lab and provide stock balance
13. Maintain stock balance data
14. Provide testing, investigation and stock balance data in paper and Prevention Information Management System
15. Submit Quarterly data to the Strategic Information Management Unit.
16. Provide administrative assistance.
17. To understand the overall district specific community based, communities supported HIV/STI/ Hepatitis prevention services for Key Population (KP) in Colomb and Gampaha districts.
18. To understand and study all relevant systems and documents related to this KP interventions.
19. To prepare a weekly action plan and be able to prepare facilities, test and other health commodities and documents in order to facilitate the mobile truck vehicle clinic each day. Submit the action plan to relevant partners and obtain necessary timely approvals.
20. Prepare progressive weekly action plan and make the program progressively active.
21. Coordinate with outreach team of the KP program components and arrange travels to cover high impact areas to improve service coverage.
22. Coordinate with KP program components to assist to reach people based on the risk profiling and microplanning information.
23. To be able to manage the service targets progressively.
24. To maintain all documents (programmatic, administrative) up to date and follow the instructions given thoroughly to facilitate programmatic performance.
25. Maintain data sheet in the mobile container clinics computer which can generate data as and when needed; Real Time Prevention Information Management System (PIMS).
26. Coordinate and arrange outreach activities, programs, monthly review meetings as per each member's action plan and any special activities.
27. Ensure all activities are carried out as per the technical guidelines, process manual, Standard Operating Procedures, and instructions given by the supervisors.

28. Handle official communications under your capacity by informing the supervisor; mails, emails, fax ext.
29. Ensure safe storage of program documentation within the mobile truck vehicle and maintain confidentiality.
30. Ensure the inventory properly maintained. Take all vehicle inventory daily before starting the vehicle and completion of each day.
31. Maintain all administrative, technical and process documents in order.
32. Plan and ensure clinical and other waste disposal
33. Keep the mobile container units clean and tidy
34. Operate water system of the laboratory mobile unit
35. Arrange each day operations in the start and keep all items back at the end of each clinic session.
36. To be responsible for vehicle inventory; take over each day before session start and hand over and balance at the end of each session.
37. Perform other duties that may be assigned.

### **REQUIRED EDUCATION QUALIFICATIONS, EXPERIENCE, SKILLS & 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.
2. Should complete the General Certificate of Education (Advance Level) Examination and provide evidence of completing GCE (A/L).
3. Should have completed Certificate or diploma in laboratory technology
4. Certificate course in phlebotomy is an additional advantage
5. Prior working experience in a similar capacity at least for more than 01 year
6. Capability to work independently and exercise discretion in dealing with confidential or sensitive matters in pre-requisite.
7. Demonstrated communication skills (written and oral) with fluency in Sinhala and/or Tamil language and proficiency in English is required.
8. A high degree of personal discipline, honesty and integrity are must.
9. Ability to work under pressure
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 using Word, Excel, statistical software, spreadsheet, word processing, presentation, internet and email software is compulsory.
12. Demonstrated communication skills (manageable proficiency in English -written and oral) and fluency in Sinhala and/or Tamil language is required.

13. Be results oriented and able to meet strict timelines for outputs.
14. Primary role is traveling within the western province therefore, be able and willing to travel.
15. Be a self-motivated, versatile and adaptable to different cultures and people.
16. A high degree of personal discipline, honesty and integrity are must.
17. Capability to work independently and to work under pressure.
18. Maintaining confidentiality of information and exercise discretion in dealing with confidential or sensitive matters is pre-requisite.
19. Outstanding team player with the ability to adapt to organization's environment and has an interest to grow with the organization.

### **GENERAL CONDITIONS:**

1. May need to travel to program implementation sites all over the Western province.
2. Selection is performance-based age should be below 45 years.
3. Recruitment will be on contract basis.
4. The contract will be maximum for one year, continuation beyond one year is based on routine performance.
5. Salary will be based as per Public Administration Circular No.02/2026; Service Code : PLI Grade III (As at 28.03.2026: (Rs.38,488.00\*1.5+17,800=75,532.00)
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 at the earliest as per the instructions by the contracting NGO/CBO.
8. Only short-listed candidates will be called for an interview.