

**NATIONAL STD/AIDS CONTROL PROGRAM**  
**Ministry of Health**

**Post of Outreach Coordinator/worker for mobile container clinics**  
**This post is contracted through Non- Government Organization (NGO/Community Based Organizations (CBO)).**

This outreach Coordinator/Worker 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, individual's attitude, work commitment and other requirements as per the program. The contract will be through the Family Planning Association. Sri Lanka, in collaboration with the National STD/AIDS Control Program, Ministry of Health, Sri Lanka.

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

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

In any special need, on the request of the supervisor Saturdays 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 physical outreach worker (POW), a virtual outreach worker (VOW), and laboratory/testing assistant. The immediate supervision will be by the National Consultant/ Key Population Unit. The main role of this post is support in providing community based sexual health services through traveling in the Mobile Truck clinic. The team travel in the mobile unit will be doctor, laboratory/ testing assistant. The community-based outreach team will provide support in service location and service communities on the specified days. Therefore, team spirit and working in a non-formal office environment is a main feature of this post.

The responsibilities are as follows.

1. To understand the overall district specific community based, communities supported HIV/STI/ Hepatitis prevention services for Key Population (KP) in Colombo and Gampaha districts.
2. To understand and study all relevant systems and documents related to this KP interventions.
3. 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.
4. Prepare progressive weekly action plan and make the program progressively active.
  5. Coordinate with outreach team of the KP program components and arrange travels to cover high impact areas to improve service coverage.
  6. Coordinate with KP program components to assist to reach people based on the risk profiling and microplanning information.
  7. To be able to manage the service targets progressively.
  8. To maintain all documents (programmatic, administrative) up to date and follow the instructions given thoroughly to facilitate programmatic performance.
  9. Maintain data sheet in the mobile container clinics computer which can generate data as and when needed; Real Time Prevention Information Management System (PIMS).
  10. Coordinate and arrange outreach activities, programs, monthly review meetings as per each member's action plan and any special activities.
  11. Ensure all activities are carried out as per the technical guidelines, process manual, Standard Operating Procedures, and instructions given by the supervisors.
  12. Handle official communications under your capacity by informing the supervisor; mails, emails, fax ext.
  13. Ensure safe storage of program documentation within the mobile truck vehicle and maintain confidentiality.
  14. Collect client registration forms, daily record forms and complete entering PIMS after completing the day
  15. Ensure the inventory properly maintained. Take all vehicle inventory daily before starting the vehicle and completion of each day.
  16. Maintain all administrative, technical and process documents in order.
  17. Plan and ensure clinical and other waste disposal
  18. Keep the mobile container units clean and tidy
  19. Operate water system of the mobile unit
  20. Arrange each day operations in the start and keep all items back at the end of each clinic session.
  21. To be responsible for vehicle inventory; take over each day before session start and hand over and balance at the end of each session.
  22. 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. Strong computer skills using Word, Excel, statistical software, spreadsheet, word processing, presentation, internet and email software is compulsory.
4. Demonstrated communication skills (manageable proficiency in English -written and oral) and fluency in Sinhala and/or Tamil language is required.
5. Be results oriented and able to meet strict timelines for outputs.



6. Primary role is traveling within the Western Province, therefore, be able and willing to travel throughout the province.
7. Be a self-motivated, versatile and adaptable to different cultures and people.
8. A high degree of personal discipline, honesty and integrity are must.
9. Capability to work independently and to work under pressure.
10. Maintaining confidentiality of information and exercise discretion in dealing with confidential or sensitive matters is pre-requisite.
11. Outstanding team player with the ability to adapt to organization's environment and has an interest to grow with the organization.
12. The individual must be a Key Population community member/ an experience person closely associating with Key Population Community groups.
13. This post should not be an NGO member/ executive director/ retired government or private employee.

**GENERAL CONDITIONS:**

1. May need to travel to program implementation sites all over the district.
2. Selection is performance-based age should be below 45 years.
3. Recruitment will be on a contract basis.
4. The contract will be maximum for one year, continuation beyond one year is based on routine performance.
5. Outreach Worker Salary: Initial salary of Rs. 40,000.00 + Communication allowance of Rs.1000.00.
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.
8. Only short-listed candidates will be called for an interview.