

## **Job Description**

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

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#### **Post of Office Assistant**

Global Fund to Fight AIDS, Tuberculosis & Malaria (Global Fund) has awarded 2 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 Office Assistant will assist the Project Implementation Unit staff by carrying out all office administrative procedures.

The Office assistant will work under the supervision of the Program Manager/Director-NSACP.

The position will be based at the National STD/AIDS Control Programme (NSACP) Office, Colombo 10.

#### **DUTIES AND RESPONSIBILITIES:**

1. Handing over the documents/files to the Ministry of Health and other relevant organizations and departments based on the requests of staff and Senior Management.
2. Maintain office premises clean & tidy.
3. Maintain a stationary register.
4. Receive mail and dispatch office mail and fax transmittals.
5. Maintain the register of incoming and outgoing mail.
6. Scan and photocopy documents for program purposes.
7. Answering telephones and responsible for proper communication.
8. Filing documents in the relevant files.
9. Posting letters and paying bills on time.
10. Welcome visitors and arranging refreshments/ Tea/Coffee based on the request of the staff.
11. Responsible for opening the office in the morning and closing it after office hours.
12. Perform any other duties that may be assigned by the staff and Senior Management.

#### **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. Prior working experience in a similar capacity at least for more than 01 year.
3. Capability to work independently and exercise discretion in dealing with confidential or sensitive matters in pre-requisite.
4. A high degree of personal discipline, honesty and integrity are must.
5. Ability to work under pressure.
6. Pleasing personality and PR skills are preferred.



## **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 contract will be until up to end of 2027 of which the first three months will be on probation.
5. Salary will be based as per Public Administration Circular No 02/2026; Service Code: PL1-Grade III (As at 28.03.2026:  $(Rs. 38488.00 * 1.5 + 17,800 = 75,532.00)$ )
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 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.