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சுகாதார அமைச்சு

**Ministry of Health**

**COVID 19 Emergency Response and Health System Preparedness Project**

**Vacancy Announcement – Full Time (Contract Basis)**

**COVID 19 Emergency Response and Health System Preparedness Project** is a World Bank supported project under the Ministry of Health which will be implemented with the objective to prevent, detect and respond to the threat posed by COVID-19 and strengthen national health systems for preparedness in Sri Lanka. The project development result level will be the Emergency Operations Centre for COVID-19 and pandemic responses established, percentage of districts with a tertiary or secondary care hospital with isolation capacity, number of designated laboratories with COVID-19 diagnostic equipment, test kits, and reagents.

The project is expected to be implemented over a period of 3 years and has four components including Component 1- Strengthening Surveillance and Response Systems, Component 2- Strengthening National and Sub-National Institutions for Prevention and Preparedness, Component 3- Strengthening Multi-sectoral, National institutions and Platforms for One Health and Component 4- Implementation Management and Monitoring and Evaluation.

Applications are being called from suitable candidates with stated qualifications and experience. These positions will be based in the Project Management Unit in Colombo. The selected officers may be requested to travel outside where the project activities are carried out as and when required. The selected officers may have to work beyond normal office hours.

**01. Procurement Specialist – PS III – 01 Post**

Qualifications  
(No 1 or 2 or 3 Below)

1.A Bachelor’s Degree in the relevant field which is recognized by the University grants commission with minimum 12 years of post-qualifying experience at Managerial Level out of which 06 years should be senior Managerial Level.

2. A bachelor’s degree which is recognized by the university grants commission and a postgraduate degree or full membership of a recognized professional institution in the relevant field with at least post qualifying experience of 10 years in managerial level.

3. Class I officers of a government all island service or similar status in the relevant field  
With at least 09 years’ experience in class I post.

**02. Procurement Officer - PS VI – 02 Posts**

Qualifications  
(No 1 or 2 or 3 Below)

1.A bachelor’s degree which is recognized by the UGC Or having obtain a certificate of proficiency not below than NVQ 7 and at least 3 years’ experience in the required area of specialization.

2.Having obtain a certificate of proficiency not below than NVQ 6 and at least 8 years’ experience in the required area of specialization.

3.Having obtained a certificate of proficiency not below than the NVQ 5 and at least 13 years’ experience in the required area of specialization.

**General Conditions**

- The appointment for the post is on full time basis.
- Experience in foreign funded projects would be an added advantage.
- Fluency in written and communicate in English will be considered at the Interview.
- The initial contract period will be for one year, with provision for renewal on performance basis till the end of the project.
- The candidate if selected to the post can resign from the post giving one-month prior notice to the Project Director.
- The Secretary of the Ministry of Health has the authority to terminate the service of the selected candidate from the post without giving any reasons at any time if he/she wishes that the service of the selected candidate is not necessary anymore. One-month prior notice will be given of the termination of the service.
- Only short-listed applicants will be called for interview.
- Selected applicant should be able to take up the appointment immediately.

**Age Limit**

- The Applicant should be below 65 years of age by the closing date mentioned here.

**Salary:** According to the Management Service Circular No. 01/2019 & Public Administration Circular 3/20

Application with detailed Curriculum Vitae supported by copies of education, experience and other qualifications along with the contact telephone/fax/email address should be sent to reach the following email (srilankacovidrecruitment@gmail.com) before 17<sup>th</sup> January 2022. Applications submitted by the applicants confirmed in the Public Service / Provincial Public Service including Local Authorities/ Public Corporations/ Statutory Boards and Fully Government Owned Companies must be endorsed by the Head of the institution/Head of the Department/Secretary to the Ministry to the effect that officer if selected will be released immediately.

Application must be sent with title of the email **“Post of .....”**.

**Project Director-**  
**COVID 19 Emergency Response and Health System Preparedness Project**

**4<sup>th</sup> Floor, No 191, J.R.Jayawardhana Centre -Colombo 7**

**Application form**

1. Full name of the applicant

2. Name with Initials of the applicant

3. Current Employment and the work place of the applicant (If applicable)

4. National Identity Card Number of the applicant (Please attach a certified copy of the NIC)

5. Post Applied for

6. Contact Details

Applicant Office Address	
Office Phone Number	
Office Fax Number	
Mobile Phone Number	
Home Phone Number	
Home Address	
Email Address	

7. Qualification (certified copies to be attached with the CV)

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8. Work experience

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9. Special Comments

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I agree to travel out of Colombo even during weekends as and when required. I certify that the above particulars are correct.

.....  
Signature of applicant Date

**Observation and Recommendation**

I certify the particulars furnished by the applicant, are correct. (State any incorrect information, if furnished by the applicant).

The candidate can be released for the above post from the current employment in the event of being selected.

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Signature of Head of the institution Date