

VACANCY

Health System Enhancement Project and Health System Enhancement Project - Additional Financing

Ministry of Health

Project Secretary - Project Management Unit

Asian Development Bank Funded Health System Enhancement Project and Health System Enhancement Project - Additional Financing is proposed to pilot reforms of the Primary Health Care Services proposed by the Primary Health Care Policy in Central, North Central, Sabaragamuwa and Uva Provinces. The total project value is USD 183 Mn and project implementation is scheduled until November 2025.

Under the Additional Financing Project Development of Secondary hospitals and provision of facilities related COVID-19 control in coordination with State Ministry of Pharmaceutical Production Supply and Regulations, State Ministry of COVID 19 Disease Control, Suwasariya Foundation and SLIBTEC.

Applications are invited for the **Project Secretary** position **on full time** basis in the **Project Management Unit (PMU) based in Colombo 08**.

Qualifications and Experience

Bachelor's Degree in the relevant field recognized by the University Grants Commission with minimum of 5 years post-qualifying experience in Secretarial Position.

GCE (O/L) examination passed in credits in Maths and English language.

Or

A Chartered Secretary with 3 years' experience in relevant field.

Or

Three years' experience as Project Secretary in foreign funded projects and

Knowledge on MS Office package and good knowledge in written and spoken English with proven report writing skill.

Please refer the <https://www.hsep.lk/index.php/work-with-us/vacancies> for more information and download the application.

Age Limit

Under 50 years by 27.07.2022

Duly completed application together with detailed curriculum vitae supported by copies of educational and professional qualifications, experience and names of two non-related referees along with their contact telephone/fax/email addresses should be sent to reach the following address on or before 27.07.2022 in a sealed envelope stating the specific position on the top left of the envelope. Applications sent after closing date and the applications without the duly filled application form will be rejected. Only shortlisted candidates will be contacted for the interview.

Address - **Project Director**
Health System Enhancement Project/HSEP-AF
3/19, Kynsey Road, Colombo 08.

Email - **pmu@hsep.lk (for E - Submissions)**

Telephone - **+ 94 11 2 697 173 / + 94 11 2 056 535**

Fax - **+ 94 11 2 697 163**