



Ministry of Health

The Global Fund

## MINISTRY OF HEALTH

# GLOBAL FUND GRANT HIV COMPONENT (LKA-H-MoH)

### Immediate Vacancy

Global Fund to Fight AIDS, Tuberculosis & Malaria (Global Fund) has awarded 2 grants to Sri Lanka amounting to US\$ 9,427,299 for the period 01st January 2022 to 31st December 2024 of which the Ministry of Health is the Principal Recipient. These project-supported components are involved in the prevention and control of HIV/AIDS and Tuberculosis.

Full time service of following position on contract basis is required for the HIV Grant of the Global Fund Project, Ministry of Health (MoH) and applications are being called only from suitable candidates who possess stated minimum qualifications and experiences. Applications with detailed Curriculum Vitae or Bio Data (no specific format) attaching copies of education, experience and other qualifications along with the contact telephone/fax/email address SHOULD ONLY BE EMAILED with the title "Application for the post of Management Assistant, HIV Grant, Global Fund Project" to [vacancygfatm@gmail.com](mailto:vacancygfatm@gmail.com) on or before the closing date 02nd October, 2022. Late or applications submitted other than email, incomplete applications and applications without requested attachments will be rejected.

The selected candidate will report to the Project Manager, HIV Component / Director, National STD/AIDS Control Programme (NSACP) and will be based at the HIV Grant Office, Medi House, Colombo 10.

### Post of "Management Assistant"; HIV Component – Global Fund Grant – Contract Basis – Full time - 01 Vacancy

(Salary level: According to Management Service Circular 1/2019 & Public Administration Circular 03/2016 - MN 2 Grade III)

Management Assistant will be responsible for the effective management of incumbent serves by carrying out HIV Grant staff and its stakeholders' coordination, information-flow management, secretarial support and other related duties. He/she will provide administrative support to all Management and executive staff within the HIV Grant in all matters of administration and organizational management.

#### Main Duties and Responsibilities:

1. Contribute to the overall process and components of the HIV Grant while coordinating activities with regard to the office management;
2. Coordinate and provide administrative & logistical support to all meetings, seminars, workshops, training programs and coordinate with all relevant stakeholders and assists with the related documentation;
3. Coordinate and assist in arrangements of official travel;
4. Collect information and documents from other sections within the institution, regional offices, periphery points and outside sources; and disseminate them as required.
5. Update and maintain the fixed assets register of the HIV Grant.
6. Maintain a comprehensive filing system and a document management system in collaboration with the colleagues for all documentations, reports, presentations and other materials related to procurements, meetings, seminars, workshops and other areas of work;
7. Assist in receiving and safekeeping of office supplies, maintaining stocks and report stock outs;
8. Attend to in and out correspondence and maintain correspondence logs;
9. Answer telephone calls and respond to routine queries and/or coordinating with appropriate staff members;
10. Carryout any other duties designated by the HIV Program Manager that may reasonably or exceptionally be required to ensure the smooth cooperation of the HIV Grant that may arise out of the course of business and support activities of other Grants as and when required.

#### Required Qualifications, Experience, skills and Competencies:

1. Should have passed in all the subjects in one sitting (except Common General Test and General English) at the General Certificate of Education (Advanced Level) Examination. It is sufficient to have passed in three (03) subjects in one sitting under the old syllabus; **and** Should have passed the General Certificate of Education (Ordinary Level) examination in six (06) subjects at one sitting with four (04) credit passes in Sinhala / Tamil / English Language and Mathematics and two other subjects.
2. Should have minimum one year hands-on experience in similar capacity at GOSL/Foreign Funded projects or Corporate Sector organization.
3. Previous job experience in secretarial support (Proposal writing, approval letters, presentations, reports and meeting minutes) and administrative support (Arranging appointments, organizing meetings, coordinating with internal and external stakeholders is necessary.)
4. Working experience in the use of computers and office software packages (MS Word / Excel / PowerPoint / Internet / Email / Fax / Post / SMS / Viber / WhatsApp / Virtual or online communication tools such as Skype / Zoom / MS Teams etc.), and being adept at statistical software, spreadsheet, word processing, presentation, internet and email is a must, and required to produce certificates as proof.
5. Demonstrated communication skills (written and oral) – Working knowledge in English and confidence in Sinhala and/or Tamil language is required, and required to submit proof certificates.
6. Capability to work independently and exercise discretion in dealing with confidential or sensitive information is required.
7. Hardworking energetic individual having good negotiation/Consultation skills.
8. Be a good team player with pleasing personality.
9. Ability to work under pressure, a high degree of personal discipline, honesty and integrity are a must.

#### General Conditions:

1. Applicants must submit their CV / Bio-Data (no specific format) **with all relevant scanned copies of certificates** only through email to [vacancygfatm@gmail.com](mailto:vacancygfatm@gmail.com)
2. The duty station will be Colombo but may need to travel to the project implementation sites all over the implementation sites.
3. Age should be below 64 years as at 31.12. 2022. However, youngsters aged below 45 years are preferable.
4. Recruitment will be on contract basis.
5. **The initial contract will be up to 31.12.2022**, of which the first three (3) months will be on probation.
6. The contract period is renewable annually, through the satisfactory performance demonstrated at a formal performance appraisal by the Supervising Officers and Global Fund written approval.
7. Salary is as per Public Administration Circular No. 03/2016; Service Code: MN 2 - Grade III. (As at 01.01.2022: Rs. 28,940.00\*1.5 + Rs. 7,800.00 = Rs. 51,210.00).
8. The contribution of the employer to EPF is 12% and ETF is 3% of the salary. The EPF contribution of the employee is 8% of the salary.
9. Candidates who are already in the public service should send their applications through the relevant Secretary to the Ministry / Head of the Department or Institution / CEO of the Agency who should indicate that the candidate could be released immediately in the event of being selected to the post.
10. No staff will be selected if he/she has been subjected to any disciplinary action during his/her previous career and it is a must to mention two (2) non-related referees with their contact details.
11. This vacancy is for an immediate requirement. Hence, the selected applicant should be able to take up the appointment preferably within one month.
12. Only shortlisted candidates will be called for an interview and selected candidates only will be informed through email in the CV/ resume to the email as mentioned in there.

**Closing Date: 02nd October, 2022**