

## **Global Fund to fight AIDS, Tuberculosis & Malaria (GFATM)**

Ministry of Health, Nutrition & Indigenous Medicine

555/5, Elvitigala Mawatha, Colombo 5

### **VACANCIES (Contract Basis)**

The Ministry of Health, Nutrition and Indigenous Medicine is the Principal Recipient of four grants awarded by the Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM). The four grants involve in the prevention and control of HIV/AIDS, Tuberculosis and Malaria in Sri Lanka and Strengthening of the Health System (HSS) in the Northern Province.

The Health System Strengthening (HSS) Grant was awarded to the Ministry of Health, Nutrition & Indigenous Medicine in order to develop the health system infrastructure and capacity building in the Northern Province. Construction of healthcare facilities and human resource development in the Northern Province are the main focus areas covered by this grant. The total grant size is US \$ 15.5 million.

**The Ministry of Health, Nutrition & Indigenous Medicine is calling for the application for below positions of GFATM – HEALTH SYSTEM STRENGTHENING COMPONENT (HSS) Grant.**

- **PROJECT MANAGER - (Contract Basis - Level: PS3) – 01 Position**

The Project Manager HSS will be the in-charge of the HSS grant and responsible for ensuring timely and effective management of all project related activities and staff. Project Manager will also serve as the primary point of contact between the project and the Ministry of Health, Nutrition & Indigenous Medicine and responsible for ensuring the creation and timely submission of periodic work plan, progress reports, disbursement requests etc. Project Manager will report to the GFATM Project Director. The Project Manager will be stationed at the Project Office in Colombo but need frequent and extensive travel to the project sites in the Northern Province.

#### **Key Responsibilities**

- Implement the Project with due diligence to achieve the agreed objectives and in conformity with the Grant Agreement.
- Establish & maintain close and cordial relationship with GFATM and other stakeholders pertaining to the implementation of project.
- Supervise and ensure that tender procedures are being carried out correctly and timely in order to award proposed construction activities under the Project
- Monitor that awarded constructions are being carried out in agreed timeframe conforming to the specifications laid out in the award of contracts.
- Organize, coordinate, and monitor the implementation of the other HSS project related activities
- Travel to regional offices for project coordination activities and locations of project implementation for onsite supervision.

- Timely submission of project progress reports, periodic work plan, disbursement requests and other periodic and ad hoc reports required by the donors and other relevant authorities.
- Oversee, advice and build the capacity of the project staff.
- Identify the problems related to project implementation and take early remedial action.
- Support the Project Director with all aspects of project, staff and financial management.

### **Qualification and experience**

- Basic Qualifications: should have one of the following:
  - i. Bachelor's degree in Medicine/Engineering/ Architecture/ Project Management/ Business Administration or related field which is recognized by the University Grants Commission with at least 8 years post qualifying experience at Managerial Level out of which 4 years should be in the Senior Managerial Level; OR
  - ii. Bachelor's degree which is recognized by the University Grants Commission and a Postgraduate degree in Medicine/ Engineering/ Architecture/ Project Management/ Business Administration or related field with at least 6 years post qualifying experience in managerial level; OR
  - iii. Class I officer of Government All Island Service or a similar status in administration/ project management with at least 5-year experience in the Class I post
- Experience in management of international donor – funded projects, health sector projects will be preferred.
- Experience in construction projects will be an advantage.
- Conversant with National Procurement Guidelines and ICTAD Guidelines will be a distinct advantage.
- Fluency in English and at least one local language required. Proficiency in Tamil will be a distinct advantage.
- **PROCUREMENT OFFICER - (Contract Basis - Level: PS6) – 01 Position**

### **Qualifications and Experience**

1. Basic Qualification: Should possess minimum of one of the below mentioned qualifications:
  - a. Degree in procurement or supply chain management or in a related field with procurement/ supply chain management as a subject which is recognized by the University Grants Commission.
  - b. Having obtained a certificate of proficiency in procurement/ supply chain management or in related field not below than the National Vocational Level 7, issued by a Technical/ Vocational Training Institute accepted by Tertiary and Vocational Education Commission.
  - c. Having obtained a certificate of proficiency in procurement/ supply chain management or in related field not below than the National Vocational Level 6, issued by a Technical Vocational Training Institute accepted by Tertiary and Vocational Education Commission with at least 5-year experience in procurement/ supply chain management.
  - d. Having obtained a certificate of proficiency in procurement/ supply chain management or in related field not below than the National Vocational Level 5, issued by a Technical Vocational Training Institute accepted by Tertiary and

Vocational Education Commission with at least 10-year experience in procurement/ supply chain management.

2. Postgraduate degree in combination with 5 years' hands on experience in procurement of pharmaceutical and health products would be an advantage
3. Formal training in procurement and supply management will be a distinct advantage.
4. Formal certification in procurement (e.g. CIPS) will be a distinct advantage.

### **Other skills and Competencies**

- Conversant with National Procurement Guidelines and ICTAD Guidelines with hands-on experience is essential.
- Comprehensive understanding of public procurement principles and internationally recognized good procurement practices.
- knowledge of Global Fund PSM and QA policies will be a distinct advantage.
- Experience in quantification and forecasting of health commodities for health sector programmes
- Ability to manage the whole procurement process including planning, execution and monitoring, bid document preparation, bid evaluation, contract award, administration, legal aspects and maintaining records and databases relevant to the project.
- Demonstrated communication skills (written and oral) and consultation skills.
- Demonstrated skills in working resourcefully, consistently and with perseverance in the procurement field.
- Proficiency in Microsoft Office Package with excellent skills of working in Microsoft Excel and Word applications.
- Preference will be given to those who have prior working experience in a similar capacity in a foreign funded project especially in the Public Sector.
- Be a good team player.

- **ADMINISTRATIVE OFFICER - (Contract Basis - Level: PS6) – 01 Position**

### **Major Duties and Responsibilities**

- Providing Administrative support to Project Manager and as required by Project Director and or PMU specialists.
- Responsible for office security and housekeeping
- Receiving and dispatching all office communication by e-mail, fax, post etc. and Maintaining an updated address and phone lists of GFATM/HSS
- Administrative support for organizing of the PM meetings workshops & events.
- Assist in salary preparation and personal file maintenance
- Responsible for office stationeries management & maintain log book.
- Liaison on exchange of information between Project Field Offices

### **Qualifications and Experience:**

1. Degree from a recognized University. And/or equivalent professional qualifications in administration / Human Resources Management related field which is recognized by the University Grants Commission with 2 years' experience as an Administrative Officer / Jr. Executive.

2. 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
  3. At least two simple passes in subjects at the General Certificate of Education (Advance Level) Examination at one sitting.
  4. Proactive with high level of ownership of work and team player.
  5. Strong MS Office skills.
  6. Working experience in foreign funded project preferably in health sector will be an advantage.
  7. A good command of English & Sinhala /Tamil language, written and oral.
- **FINANCE ASSISTANT - (Contract Basis - Level: MN -1) – 01 Position**

### **Major Duties and Responsibilities**

1. To maintain all aspects of receipts & payment vouchers of the campaign.
2. Maintain the necessary financial records in.
3. Timely issue finances to the district level officers.
4. To ensure collection of all necessary paid documents etc., from district level.
5. To maintain the financial disbursement records at district level.
6. To maintain banking records as required.

### **Qualifications and Experience:**

1. Should have passed the General Certificate of Education (Ordinary Level) examination in six (06) subjects at one sitting with credit passes in Sinhala or Tamil, English Language, Mathematics and Two other subjects
2. Pass all subjects at the General Certificate of Education (Advance Level) Examination at one sitting. (pass in 3 subjects under the old syllabus at one sitting would be sufficient)
3. Strong MS Office skills, Experience in accountancy software will be a distinct advantage
4. good command in English & Sinhala or Tamil, written and oral.
5. Preference will be given to those who have experience in foreign funded project preferably in health sector finance / Human Resource management departments.

### **General Conditions**

- Age should be below 65 years of age as of 01. 11. 2016.
- Only short listed candidates will be called for an interview.
- Recruitment will be on contract basis **until up to 30. 06. 2017**. First three months of the appointment will be on probationary.
- Preferably, selected candidate should be able to take up the assignment immediately.
- Salaries will be according to the Management Service Circular No.01/2016 dated 24.03.2016. Finance Assistant Circular No.03/2016 dated 24.03.2016

- 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.
- Candidates who are already in the public service should submit 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 assignment.

Detailed CV along with copies of relevant certificates and documents in order to prove the qualification and experiences should be sent to the below address on or before **14<sup>th</sup> November 2016**. State post applied on top left hand corner of the envelope.

**The Project Director**

GFATM Project Office, 3<sup>rd</sup> Floor, Public Health Complex, No.555/5, Elvitigala Mawatha, Colombo 5.

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