



Ministry of Health



Investing in our future

The Global Fund
To Fight AIDS, Tuberculosis and Malaria

MINISTRY OF HEALTH, NUTRITION & INDIGENOUS MEDICINE

GLOBAL FUND TO FIGHT AIDS, TUBERCULOSIS & MALARIA (GFATM)

Vacancies

The Ministry of Health, Nutrition & 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 and Tuberculosis, prevention of re-introduction of Malaria in to Sri Lanka. GFATM grants cycle runs till end of 2018.

Applications are called from qualified and experienced individuals for the following positions at the GFATM Project - National STD/AIDS Control program.

● **FINANCE SUPERVISOR-01 Vacancy on Contract Basis** (Level: PS 6 of the Management Circular No 01/2016 (24.03.2016))

Required qualifications, experience and competencies

Full time service of a Finance Supervisor is required to regulate the financial disbursements of the National STD/AIDS Control program of GFATM. Should work with Project Accountant and the Program Director.

- At least 3 -4years' hands-on experience in similar capacity or as Accounts Executive, with Timely disbursement of finances and monitor disbursements, Prepare and submit quarterly/ biannual financial reports as required by the donor agency & Maintain necessary records.
- Should have possessed a Degree in Accountancy or Financial Management from a recognized university or Equivalent Professional Qualifications ICASL, ICMA, CIMA, AATSL etc.
- 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.
- Experience in the use of computers and office and Accountancy software packages, Experience in AccSoft accountancy package will be an advantage
- Proficiency in English is required with fluency in Sinhala and/or Tamil language & demonstrated communication skills (written and oral)
- Any other tasks related to Finance designated by the Program Director or Project Accountant which may arise out of the course of business.

● **DATA ENTRY OPERATOR - Finance -** **01 Vacancy on Contract Basis** (Public Administration Circular No 03/2016; Service Code: MN-1 -2016)

Required qualifications, experience and competencies

- At least 1 year hands-on experience in similar capacity
- Should have Passed 3 subjects at the General Certificate of Education (A/L) Examination- Commerce Stream
- Should have passed the General Certificate of Education (O/L) Examination in 6 subjects at not more than two sittings with 5 Credit passes including credit passes for Language, Mathematics and English.
- Professional Computer / Data Entry qualifications from a recognized institute. Should have completed a course not less than 720 hours consisting of the undermentioned subject components relating to computer literacy:
 - o File management under the standard Operating System with the use of the Computer
 - o Computer word processing
 - o Preparation and the use of spreadsheets
 - o Presentations by the use of computers
 - o Database creation and application
 - o Ability to use the internet and the Electronic mail
 - o Presentation.

- Experience in Accounts related data management will be a distinct advantage.

General Conditions

1. The duty station will be Colombo but may need to travel to project implementation sites all over the country.
2. **Age below 45 years as at 31.12.2018 - Preferable.**
3. Preference will be given to those who have prior working experience in a similar capacity in foreign funded projects, especially in the public sector.
4. Proficiency in English is required with fluency in Sinhala and/or Tamil language.
5. Only short listed candidates will be call for an interview.
6. Selected applicant should be able to take up the assignment within reasonable time period, preferably within one month.
7. Salary is as per the Management Circular No 01 /2016 - PS 6 and other Management Services Circulars.
8. 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.
9. Candidates who are already in the public service should send their application 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.

All applications should be sent along with CV and copies of relevant certificates and documents in order to prove the qualification and experience. State "**Application for Post of (indicate the post applied)-HIV-GFATM**" on top of the left side of envelope to reach the below address within 14 days of this advertisement.

The Project Director,
GFATM Project Office, | 3rd Floor, Public Health Complex,
No. 555/5, Elvitigala Mawatha, Colombo 05.

Email: vacancygfatm@gmail.com | Tel No: 0112581918 | Fax: 0112368885