



## VACANCY

### Health System Enhancement Project and Health System Enhancement Project – Additional Financing Ministry of Health

#### Project Office Assistant

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.

Applications are invited for the **Project Office Assistant** position on a full-time basis in the **Project Implementation Unit (PIU) based in Anuradhapura (North Central Province)**.

#### Qualification and Experience

Passed six subjects in GCE (O/L) including Mathematics, and Sinhala or Tamil. Not less than 1 year of work experience in a permanent carder of a government entity. Experience in a foreign-funded development projects implemented by Government entities would be an added qualification. Basic knowledge of computer and office equipment. Working knowledge in English.

**For more information, please refer to** <https://hsep.lk/index.php/work-with-us/vacancies>

**Age Limit :** 18-40 years by 17.11.2024

#### Salary Scale:

Duly completed application form together with detailed curriculum vitae supported by copies of education and professional qualifications, experience, and names of two non-related referees along with their contact telephone/fax/email address should be sent to reach the following address on or **before 17.11.2024** in a sealed envelope stating the specific position on the top left of the envelope. If sent via email, please mention the designation in the subject. Applications sent after the closing date and applications without the duly filed application form will be rejected.

Only shortlisted candidates will be contacted for the interview.

**Project Director**  
**Health System Enhancement Project**  
**3/19, Kynsey Road, Colombo 08**  
**Email - careers.hsep@gmail.com (for E - Submissions)**  
**Telephone - +94 11 2 697 173/ +94 11 2 056 535 Fax - +94 11 2 697 163**

**Terms of References**  
**Project Office Assistant (Subject to Revision)**

- Will support the office secretary for screening and directing telephone calls when required
- Receives, greets and directs visitors, facilitates hospitality for official meetings
- Receives and prepares for sending the office mail (postage & courier), faxes etc.
- Files and log correspondence, including incoming and outgoing communications as instructed by senior staff members. Ensure files and records are maintained in good order while maintaining its confidentiality
- Photocopies or scans materials upon request
- Assist and provide administrative and logistics support to office
- Assists in receiving and safekeeping of office supplies. Archiving documents/folders in consultation with the office secretary.
- Maintains contact lists of phone and postal mail addresses of government units, organizations and institutions
- Provide support and assistance to project related activities
- Perform any other duties and responsibilities as assigned by the Project Director/Deputy Project Director and other senior staff

# Health System Enhancement Project

## Application for the Post of .....

### Section I

1. Full name of the applicant (in block letters)

.....  
.....

2. Name with initials of the applicant (in block letters)

.....  
.....

3. Date of Birth

		d		m				y
--	--	---	--	---	--	--	--	---

4. Age ..... 5. Sex ..... 6. Marital Status .....

7. National Identity card number/Passport Number of the applicant

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

8. Postal Address

.....  
.....  
.....

9. Telephone Number

a) Residence:

b) Mobile:

10. E-mail Address


17. Two Non-Related Referees (Name, Designation, Contact Details)

I.

II.

I certify that the particulars furnished by me are correct and true. If any information found incorrect before/after the interview my application/appointment will be rejected.

.....  
Signature of the Applicant

.....  
Date

- This application should accompany following documents
  - a) Curriculum vita with a photograph
  - b) Certified Copies of
    - NIC/Passport
    - a. Academic Qualifications
    - b. Professional Qualifications
    - c. Memberships in Professional Bodies

**Section II**

• *To be filed by Head of the Institution of currently employed applicants;*

1. Name of the Applicant
2. NIC Number
3. Name of the Institution
4. Designation of the Applicant
5. Service Period
6. Recommendations

The candidate can be released with immediate effect from the current employment if she/he is going to be selected.

.....  
Signature and Rubber Stamp of the Head of the Institution

.....  
Date