

Ministry of Health, Nutrition & Indigenous Medicine
Project Management Unit of the GFATM Project

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 and Strengthening of the Health System in the Northern Province. The grants are expected to run up to end of 2018 (except for the HSS grant that ends on the 30 June 2016).

Applications are called from qualified and experienced individuals for the following positions at the GFATM Project Management Unit (PMU).

Post of Finance Specialist - 01 Vacancy

(PS 03 as per the Management Services Circular No. 01/2016 (24.03.2016))

Finance Specialist will be required for detailed financial analysis, report creation, budget management, and performance tracking and value added analysis for the budget and financial performance of all four grants. In addition he/she will be providing guidance to the Finance teams of all grants to ensure correct financial management of grants and accurate and timely reporting of financial information.

Required qualifications, experience and competencies

1. Bachelor's degree in accounting or financial management from a recognized university.
2. Postgraduate qualifications in relevant field would be an added advantage.
3. Chartered/ Corporate membership of a recognized international professional association is an asset.
4. Preference will be given to Chartered Accountants.
5. Minimum of 10 years post qualification progressive experience in senior technical or managerial level is essential.
6. Excellent working knowledge of Financial Regulations and other relevant rules and regulations of the Government of Sri Lanka is essential.
7. Good knowledge of project finance and project budgeting is a definite asset.
8. Demonstrated communication skills (written and oral) and consultation skills.
9. Hands-on experience with QuickBooks® accounting software will be a distinct advantage.

Post of Procurement Specialist - 01 Vacancy

(PS 03 as per the Management Services Circular No. 01/2016 (24.03.2016))

A full time service of a Procurement Specialist is required in the Project Management Unit. He/she will be responsible for effective management of all procurement and supply management activities related to GFATM Grants under the Ministry of Health, Nutrition & Indigenous Medicine. The Procurement Specialist's key responsibility is to guarantee effective procurement and supply management mechanism and ensure that government and donor agency's guidelines and regulations are properly adhered to.

Required qualifications, experience and competencies

1. Bachelor's degree (preferably Special degree) from a recognized university in business administration, procurement or a field related to purchasing.
2. Should have proven pharmaceutical, medical and/or public health background.
3. Postgraduate qualifications in relevant field would be an added advantage.
4. Formal certification in procurement would be a definite asset (e.g.: CIPS).
5. Minimum of 7 years post qualification experience in a field related to procurement.
6. Excellent working knowledge of procurement guidelines of the Government of Sri Lanka is essential.
7. Good understanding of public procurement principles and internationally recognized good procurement practices
8. Good knowledge of Global Fund PSM and QA policies is a definite asset.
9. 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.
10. Demonstrated skills in working resourcefully, consistently and with perseverance in the procurement field.

Post of Monitoring and Evaluation Specialist - 01 Vacancy

(PS 03 as per the Management Services Circular No. 01/2016 (24.03.2016))

M&E Specialist support to ensure that information and data from the field is captured, documented, analysed and reported in a results-based manner, focusing on the achievement of expected results and Collaborate with the Project Management Unit and National Programs staff on timely preparation of grant annual work plans. Report on implementation progress both qualitatively and quantitatively according to the annual work plans of each grant.

Required qualifications, experience and competencies

1. Master's degree in business or public administration, statistics, sociology, economics, public health or other relevant field from a recognized degree awarding institute.
2. Minimum of 10 years' post qualification experience is required.
3. Demonstrable experience in writing and implementing health related programmes/projects and or Track record of publications in peer reviewed journals in relevant field/ areas will be an added advantage.
4. Membership of Sri Lanka Evaluation Association (SLEVA) will be a distinct advantage.
5. Strong computer skills- adept at statistical software, spreadsheet, word processing, presentation, internet and email software.
6. Highest proficiency in English is required with fluency in Sinhala and/or Tamil language.
7. Be available to travel in country up to 20% of the time in relation to the above tasks and onsite grant implementation monitoring.

General Conditions

1. The duty station will be Colombo but may need to travel to project implementation sites all over the country.
2. Age should be below 57 years as at 01. 11. 2016.
3. Strong computer skills- adept at statistical software, spreadsheet, word processing, presentation, internet and email software is a must.
4. Highest proficiency in English is required with fluency in Sinhala and/or Tamil language.
5. Demonstrated communication skills (written and oral) and negotiation /consultation skills.
6. Preference will be given to those who have prior working experience in a similar capacity in foreign funded projects, especially in the public sector.
7. Recruitment will be on contract basis.
8. Only short listed candidates will be called for an interview.
9. Selected applicant should be able to take up the assignment within reasonable time period preferably within one month.
10. The initial contract will be for one year, of which first six months will be on probation. The contract period is renewable annually for the next three years subjected to the satisfactory performance demonstrated at formal performance appraisal by the supervising officers and Global Fund written approval.
11. Salary is as per the Management Services Circular No 01/2016 (24.03.2016) and other Management Services Circulars.
12. 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.
13. Candidates who are already in the public service should send 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.

All applications should be sent along with CV and copies of relevant certificates and documents in order to prove the qualification and experience. State "Applications for Post of [indicate the post applied] - GFATM Project" 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.

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