



VACANCY

Health System Enhancement Project / Health System Enhancement Project – Additional Financing (ADB Funded)

Ministry of Health & Mass Media

Asian Development Bank Funded Health System Enhancement Project and Health System Enhancement Project – Additional Financing under the Ministry of Health & Mass Media, invites applications for the Post of Deputy Project Director **on a full-time** contract basis in the **Project Management Unit (PMU) based in Colombo 08**. Please note that the initial contract is for one year and is renewed based on performance/and requirements. The total Project Value is USD 183 Mn.

Position	Qualifications (based on the Management Circular No. 01/2019)	Salary Scale
Deputy Project Director	<p>1) A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission</p> <p style="text-align: center;">Or</p> <p>A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field.</p> <p style="text-align: center;">Or</p> <p>An Associate Membership/A similar professional qualification obtained from a recognized professional institution in the relevant field.</p> <p style="text-align: center;">With</p> <p>At least 13 years post-qualifying experience at the Managerial Level out of which 06 years should be in the Senior Managerial Level.</p> <p>2) A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission</p> <p style="text-align: center;">Or</p> <p>A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field</p> <p style="text-align: center;">And</p> <p>Corporate/Chartered membership or a similar professional qualification obtained from a recognized professional institution in the relevant field.</p> <p style="text-align: center;">Or</p> <p>A Postgraduate Degree in the relevant field with at least 11 years Post qualifying experience in the Managerial Level out of which 5 years should be in the Senior Managerial Level.</p> <p>3) A successfully completed Bachelor's Degree in the relevant field, which is recognized by the University Grants Commission</p> <p style="text-align: center;">Or</p> <p>A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field.</p> <p style="text-align: center;">And</p> <p>A Postgraduate Degree in the relevant field.</p> <p style="text-align: center;">And</p> <p>Corporate/Chartered membership or a similar professional qualification obtained from a recognized professional institution in the relevant field.</p> <p style="text-align: center;">With</p> <p>At least 09 years Post qualifying experience in the Managerial Level, out of which 4 years should be at a similar Managerial Level.</p> <p>4) Grade I Officer of a Government All Island Services or a similar status in the relevant field.</p> <p style="text-align: center;">With</p> <p>At least 05 years of experience in a Grade I post.</p>	Category PS2 in accordance with the Management Circular No. 01/2019 dated 15.03.2019.

Age Limit

Under 64 years by 15.04.2025

Duly completed application (compulsory), together with detailed curriculum vitae supported by copies of educational and professional qualifications/experience and names of two non-related referees along with their contact details (telephone/fax/email) should be sent to reach the following address (email/post/ by hand) on or before **15.04.2025** in a sealed envelope stating the specific position on the top left of the envelope. Please refer to the website for ToR. Applications sent after the closing date will be rejected.

Address - 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 – Deputy Project Director

- Support the Project Director to provide necessary assistance and guidance when required. Oversee the Project Director's responsibilities in his/her absence.
- Support and guide the project preparation and also provide oversight during project implementation.
- Facilitate PMU staff to implement the procurement plan according to the ADB guidelines and establish project procurement committee and technical evaluation committee in consultation of the Ministry to start procurement process.
- Provide necessary guidance and technical advices to PMU and PIU project staff for project implementation.
- Support for establishing project monitoring and supervision system and provide project performance reports to the national Project Steering Committee (PSC) and ADB
- Work as the Secretary of PSC and organize PSC meetings in the absence of the Project Director.
- Facilitate submitting quarterly project performance reports and annual accounts reports to ADB.
- Ensure preparation of consolidated financial statements for the project as a whole, for submission by the Project Director to the PSC and the ADB.
- Support the Project Director for review of implementation issues and in taking necessary actions to mitigate them in consultation with relevant agencies/units.
- Support the Project Director in procurement processes; Technical Evaluation, documentation, bidding process, specifications, bid evaluation reports, etc., for procurement activities under the project.
- Ensure that the PMU & PIU follow ADB procurement and financial management guidelines.
- Ensure establishment of a proper project filing system at PMU and PIU to keep all project correspondents for reviewing and auditing.
- Oversee PMU functions when the Project Director is away from office.
- Perform any other duties and responsibilities as assigned by the Project Director.

Health System Enhancement Project

Application for the Post of

Section I

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

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

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3. Date of Birth

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4. Age 5. Sex 6. Marital Status

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

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8. Postal Address

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9. Telephone Number

a) Residence:

b) Mobile:

10. E-mail Address

11. Academic Qualifications*

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12. Professional Qualifications*

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13. Memberships in Professional Bodies*

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14. Professional Experience (in chronological order)*

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15. If you are currently employed

- a) Present place of work
- b) Designation
- c) Office Address

16. Special comments/notes

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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.

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Signature of the Applicant

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Date

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

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Signature and Rubber Stamp of the Head of the Institution

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Date