



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

## Vacancy

Global Fund to Fight AIDS, Tuberculosis & Malaria (Global Fund) has awarded 4 grants to Sri Lanka amounting to US\$ 12,472,120 for the period from 01st January 2019 to 31st December 2021 out of which the Ministry of Health is the Principal Recipient of 3 grants. The components (on project support) are involved in the prevention and control of HIV/AIDS and Tuberculosis, as well as the prevention of reintroduction of Malaria in Sri Lanka (on budget support).

Applications are invited from qualified and experienced individuals for the full-time post of "Office Assistant" at the Project Management Unit (PMU) of the Global Fund Grant.

### OFFICE ASSISTANT - Contract Basis- 01 Vacancy

(Public Administration Circular No. 03/2016; Service Code: PL1 -Grade III)

The Office Assistant will carry out general office coordination and office administrative procedures, housekeeping and providing assistance to the staff of PMU and other related duties.

He/She will work under the direction of the Project Director, Global Fund Grant and will be based at the Project Management Unit – Global Fund Grant, Public Health Complex, 555/5, 3rd Floor, Elvitigala Mw, Colombo 05.

#### Main Duties and Responsibilities:

1. Receive and dispatch the office mail (post and hand delivery), faxes etc.
2. Handing over documents to Ministry of Health and other relevant organizations.
3. Register correspondence, including incoming and outgoing communications.
4. Answering telephone calls, receive, greet and direct visitors.
5. Assist and provide administrative and logistical support to project related activities.
6. Assist in receiving and safekeeping of office supplies, maintaining stock and report stock outs.
7. Photocopy and scan documents upon request for program purposes.
8. Maintain filing system and archiving documents/folders.
9. Maintain cleanliness of the office and equipment.
10. Assist in maintaining contact lists of phones, postal and mail addresses of government units, organizations and institutions.
11. Arrange refreshments and facilitate hospitality.
12. Any other duties and responsibilities as assigned.

#### Required Qualifications, Experience and Competencies:

1. 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.
2. Preference will be given to those who have prior working experience at least for more than 01 year in a similar capacity in foreign funded projects, especially in the public sector.
3. Fair knowledge in computer packages (MS Office and email) and knowledge on the office equipment.
4. Demonstrated communication skills (written and oral) – Working knowledge in English is required. Confidence in Sinhala and/or Tamil language.
5. Capability to work independently and exercise discretion in dealing with confidential or sensitive information is required.
6. Ability to work under pressure, a high degree of personal discipline, honesty and integrity are must.
7. Be a good team player with a pleasing personality.

#### General Conditions:

1. The duty station will be Colombo but may need to travel to project implementation units.
2. Age should be below 64 years as at 31.12. 2021.
3. **Recruitment will be on contract basis up to 31.12.2021**, of which the first three months will be on probation.
4. The satisfactory performance should be demonstrated at a formal performance appraisal by the Supervising Officers.
5. Salary is as per Public Administration Circular No. 03/2016; Service Code: PL-1 -Grade III. (As at 01.01.2021: Rs. 24,250.00\*1.5 + Rs. 7,800.00 = Rs. 44,175.00)
6. The contribution of the employer to EPF is 12% and ETF is 3% of the salary. The EPF contribution of the employee is 8% of the salary.
7. Selected applicant should be able to take up the assignment within a reasonable time period preferably within one month.
8. No officer will be selected if he/she has been subjected to any disciplinary action during his/her career.
9. 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 post.
10. Only short-listed candidates will be called for an interview.

All applications should be sent through post or via email along with the CV and copies of relevant certificates and documents (essential) in order to prove qualifications and experience, which otherwise will not be considered.

State the position you are applying for ["Application for the post of 'Office Assistant', PMU, Global Fund Grant"] on top of the left side of the envelope to reach the address below:

**Closing Date: 07<sup>th</sup> February 2021**

**The Project Director,**

**Project Management Unit - Global Fund Grant, 3rd Floor, Public Health Complex,  
No.555/5, Elvitigala Mawatha, Colombo 05.**

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