

VACANCY ANNOUNCEMENT

POST OF PROCUREMENT OFFICER

Responsive COVID-19 Vaccines for Recovery Project

Financed via the Asian Development Bank

Ministry of Health

September 15, 2022

The Responsive COVID-19 Vaccines for Recovery (RECOVER) Project under the Asia-Pacific Vaccine Access Facility (APVAX) of the Asian Development Bank (ADB) provides the Government of Sri Lanka with financing to implement project activities through APVAX and from the regular country allocation. The project is implemented from July 2021 to July 2024.

Applications are being called from suitable candidates for the post of Procurement Officer with stated qualifications and experience below. This position will be based in the Project Management Unit in Colombo. The selected officer may be requested to travel outside where the project activities are carried out as and when required. The responsibilities and required qualifications are stated below.

Post and position: Procurement officer

Location: Project Management Unit, Colombo 07.

Qualifications required: (1 or 2 or 3 below)

1. A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission

or

A qualification recognized by the university grants commission as an equivalent qualification to the degree in the relevant field,

or

An associate membership/a similar professional qualification obtained from a recognized professional institution in the relevant field,

or

Having obtained a certificate of a proficiency not below than the NVQ level 7, issued by a technical/Vocational training institute accepted by tertiary and vocational education Commission for a post relevant to a technical field.

and

at least 3 years of experience in the required area of specialization.

2. Having obtained a certificate of proficiency not below than the NVQ level 6, issued by technical/Vocational training institute accepted by tertiary and vocational education commission for post related to a technical field
and
at least 8 years of experience in the required area of specialization.
3. Having Obtained a certificate of proficiency not below than the NVQ level 5, vssued by technical/Vocational training institute accepted by tertiary and vocational education commission for post related to a technical field,
and
at least 13 years of experience in the required area of specialization.

Starting Salary: Rs. 64,000.00 per month

Age Limit: Under 64 years on 03.10.2022

Duties and responsibilities

- Support the project Director and the Procurement specialist/Accountant at PMU in all procurement and contract management matters
- Strengthen capacity of PMU staff in all procurement and contract management matters ensuring that they have a sound understanding of the ADB system and good practices
- Prepare bid documents for goods, civil works, and services and ensure implementation of the procurement process in accordance with ADB guidelines.
- Ensure the procurement performance monitoring system is integrated into PMU monitoring system.
- Ensure that procurement procedures are in line with systems/procedures stipulated in ADB and government guidelines and further instructions by the Project Director.
- Monitor and report to the Project Director of the compliance with required procurement and contract management systems including any improvements to them.
- Assist the Ministry, PMU and Procurement specialist/Accountant in preparation of bid documents and review bid documents for correctness and compliance with applicable requirements which include documentation required for ADB “no objection letter policy”
- Provide necessary support in developing procurement strategies for packaging works for sub projects.
- Ensure periodic review of the entire procurement process and contract management and any noncompliance/inconsistencies with regards to any of the processes/procedures are timely

brought to the attention of the project director and corrective actions taken as per the instructions of the Project Director.

- Prepare reports for tender evaluation committee.
- Carry out any other procurement and contract management related activities assigned by the project Director.

Duly completed application together with detailed curriculum vitae, Educational and experience (with scanned certified copies), names of two non-related referees should be sent to reach the following address on or before 03.10.2022 by registered post to,

**Project Director,
Responsive COVID-19 Vaccines for Recovery Project,
2B, Sukhastan Gardens,
Ward Place,
Colombo 07.**

This recruitment is governed by the project management Circular No. 01/2019 dated 15.03.2019 issued by the ministry of finance (<https://www.treasury.gov.lk/api/file/7be7a61b-d043-40c3-929b-0a08ec30b86c>)

All the applicants are advised not to influence for selection. Anyone trying to influence the selection will be disqualified.