



# VACANCY



## Health System Response Project (AIIB Funded)

### Ministry of Health

Asian Infrastructure Investment Bank-funded Health System Response Project is proposed to procure medical supplies to meet the current urgent medical need of the country. The project value is US \$ 100Mn and duration is 36 months.

Applications are invited for the following position at Project Management Unit at Colombo. Please note that the initial contract is for one year and is renewed based on performance.

Position	Location	Qualification	Salary scale
Monitoring and Evaluation Officer (01 position)	Project Management Unit at Colombo	A Bachelor's Degree in monitoring and evaluation or in a relevant field recognized by the University Grants Commission. AND a Minimum of 2 years post-qualifying experience in monitoring and evaluation or in a relevant field.	Category PS 6, in accordance with the Management Circular No. 01/2019 dated 15.03.2019
Project Officer (01 position)	Project Management Unit at Colombo	A Bachelor's Degree in a relevant field recognized by the University Grants Commission. AND a Minimum of 2 years post-qualifying experience in administration /logistics/ procurement/ supply chain or in a relevant field.	Category PS 6, in accordance with the Management Circular No. 01/2019 dated 15.03.2019

### National Individual Consultant Procurement Officer (03 positions)

<b>Location</b>	Project Management Unit at Colombo
<b>Qualification</b>	A Bachelor's Degree in logistics/ procurement/ supply chain or in a relevant field recognized by the University Grants Commission. AND a Minimum of 2 years post-qualifying experience logistics/ procurement/ supply chain or in a relevant field.
<b>Scope of Work:</b>	The Officer will ensure that procurement activities are conducted as per the Procurement Plan. The expert will follow AIIB procurement guidelines, rules and regulations and standard tender documents and will work in the Project Management Unit (PMU). The tasks will need to be carried out under the guidance of the Project Director and in close collaboration with the relevant units of the Ministry of Health
<b>Detailed Task and/or Expected Output:</b>	<ul style="list-style-type: none"><li>The Officer will Responsible for all project related procurements, including quotations, analysis, and approvals for purchases / imports etc.</li><li>Support in the execution of the procurement of medical supplies (Pharmaceutical/ Surgical/ Laboratory Items); complying with the AIIB and NPA procurement guidelines and Ministry of Finance regulations on Procurement.</li><li>Preparing necessary documentation for procurement e.g., tender documents to invite tenders under International Open Competitive Tender (IOCT), National Competitive Tender (NCT) and Request for Quotation (RFQ).</li><li>Responsible to conduct pre-bid meetings as required and prepare and issue relevant minutes of meeting/Addendums.</li></ul>

	<ul style="list-style-type: none"> <li>• Responsible to conduct tender openings and assist tender opening committee to prepare tender opening records.</li> <li>• Ensuring that all procurements are according to AIIB guidelines, rules, and regulations.</li> <li>• Supporting the Technical Evaluation Committee with the preparation of the Technical Evaluation Committee Report in line with the AIIB and NPA guidelines.</li> <li>• Support the Project Procurement Committee (PPC) regarding the award of contracts and other issues related to procurement and ensure minutes of meeting and documentation are available.</li> <li>• Review the procurement activities of the PPC and Ministry Procurement Committee (MPC) for compliance.</li> <li>• Maintain records of all items purchased and relevant details thereof with registers of assets and inventoried items.</li> <li>• Preparation of Awarding Letters/ Purchase Orders and Contractual Agreements.</li> <li>• Maintain contact with supplies and ensure goods / orders are delivered on time to the correct locations as per instructions issued.</li> <li>• Work closely with M&amp;E officer and the other officers engage in the procurements to monitor the Procurement activities supply of goods and preparation of periodical reports.</li> <li>• Work closely with the finance team in fund allocation to achieve the loan disbursement targets.</li> <li>• Any other tasks related to procurement designated by the Project Director</li> </ul>
<b>Duration of the service</b>	Contract will be assigned for a period of 12 months and its extension will be based upon performance evaluation
<b>Selection Method</b>	Selection will be done by the Consultant Procurement Committee

#### General conditions applicable for the above-mentioned positions

##### Age Limit

Under 55 years by 16.08.2023

Further details and the application form can be downloaded from <https://hsep.lk/index.php/work-with-us/vacancies> or <http://www.health.gov.lk>

**Duly completed application form (compulsory)**, detailed curriculum vitae, copies of education and professional qualifications/experience, and names of two non-related referees along with their contact details (telephone/email) should be sent to reach the following address (email/post/by hand) on or before **16.08.2023**, in a sealed envelope **stating the specific position on the top left of the envelope**. Applications without the application form and sent after the closing date will be rejected.

**Address**                      **Project Director**  
**Health System Response Project (AIIB)**  
**81/4, Rosmead Place**  
**Colombo 07**

**Email**                              [hsrp.pmu.aiib@gmail.com](mailto:hsrp.pmu.aiib@gmail.com) (for E - Submissions)

**Telephone**                      0112683547/ 0112056 535

**Fax**                                      0112697163