



V A C A N C Y

Health System Enhancement Project Health System Enhancement Project – Additional Financing Funded by Asian Development Bank

Ministry of Health

Vacancy Announcement for the Post of Monitoring and Evaluation Officer (Central Province) – Part Time Basis

Asian Development Bank funded Health System Enhancement Project and Health System Enhancement Project – Additional Financing is proposed to pilot reforms of the Primary Healthcare Services proposed by the Primary Healthcare Policy in Central, North Central, Uva and Sabaragamuwa Provinces. The total Project value is USD 183 Mn.

Applications are invited for the post of Monitoring and Evaluation Officer of the Health System Enhancement Project on part time basis in the Project Implementation Unit (PIU) based in Central Province.

Main Duties and Responsibilities

- Develop required monitoring system and formats for regular monitoring of project activities at different levels in line with the M&E plan.
- Support the IT expert in setting up program monitoring systems for activities and results and ensure the accuracy of data.
- Monitoring and Evaluation of progress and performance against planned work against the Project.
- Plan and manage periodic evaluation activities for the project.
- Provide technical advice on performance indicators and ensure that realistic mid-term and end-term project targets are defined; provide timely and required information for periodic review reports for the ministerial steering committee and other stakeholders.
- Visit project areas for field monitoring of activities and suggest required action.
- Work closely with the MoH across the project area to ensure that relevant data for measuring project performance is collected (based on project indicators)
- Arrange dissemination of information obtained from reviews, monitoring and evaluation and other publications of relevant organizations.
- Build capacity within the project for M&E function
- Perform any other duties and responsibilities as assigned by the Project Director/Deputy Project Director

Reporting Obligations

Monitoring and Evaluation Officer will work under the direction of the Project Director/ Deputy Project Director

Qualifications and Experience

A Bachelor's Degree in the related field (Monitoring and Evaluation/ Health /Management Studies/Planning/ Statistics etc.) which is recognized by the University Grants Commission or having obtain certificate of proficiency not below the National Vocational Qualification Level &, issued by the technical/Vocational Training Institution accepted by Tertiary and Commission for the post related to field.

General Conditions

- Appointment for the post is on part time basis.
- The initial contract period will be for 1 year. Renewal will be done on performance basis until the project is completed.
- The candidate if selected to the post is allowed to resign from the post by giving month prior notice to the Secretary of MoH.
- The Secretary of MoH has the authority to terminate the service of the selected candidate from the post with the concurrence of the ADB without giving any reason at any time, if the service of the selected candidate is not necessary anymore. 1-month prior notice will be given for the termination of the service.
- Only short-listed applicants will be required qualifications will be called for an interview.
- Selected candidates should be ready to take up the appointment immediately or as requested by the Secretary MoH/Project Director.
- Candidates currently employed in the government sector should send their applications through head of institution/department. Head of institution/department should indicate that the candidate will be released from the current employment in the event of being selected to the post.
- No officer will be selected if he/she has been subjected to any disciplinary action during his/her career.

Age Limit

Under 50 years by 08.11.2023

It is the responsibility of the candidate to get necessary approvals and release from the current position.

Duly completed attached application form together with ta detailed curriculum vitae supported by copies of education and professional qualifications, experience and names of 2 non-related referees along with the contact telephone/fax/email address. Application should be sent to reach the following address on or before 08th November 2023, in sealed envelope stating "Application for the post of Monitoring and Evaluation Officer - Health System Enhancement Project" on the top left of the envelope.

**Address - Project Director
Health System Enhancement Project
3/19, Kynsey Road, Colombo 08**

**Email - hsep.pmu@gmail.com
Telephone - +94112697163
Fax - +94112697163**

**Project Director
Health System Enhancement Project**