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சுகாதார மற்றும் வெகுஜன ஊடக அமைச்சு
Ministry of Health & Mass Media

VACANCIES

at the PROGRAM COORDINATION OFFICE of the

Asian Development Bank financed loan and grant on Strengthening Integrated Health Care and Governance for Universal Health Coverage Program (2025 – 2030)

The above program focuses on three key areas: improving integrated secondary healthcare services, strengthening prevention and control of communicable diseases and future pandemics, and enhancing health sector governance. The program operates nationwide through provincial councils and line Ministry of Health and supports coordination between primary, secondary, and tertiary care, including services for elderly care, rehabilitation, and disease surveillance.

For the implementation of this program, a Program Coordination Office (PCO) has been established. Full-time services of the following five (05) vacancies on Contract Basis are required for the program. Applications are being called only by suitable candidates who possess required qualifications, experience, skills and competencies.

Posts	No. of Posts	Level of Salary/Category as per Department of Management Service Circular No. 02/2026	Qualifications
Deputy Programme Director	01	Category B	Qualifications are according to Annexure 01 of Department of Management Service Circular No. 02/2026 under the column 'Above US\$ 25 million and less than US\$ 200 million or its equivalent'.
Internal Auditor	01	Category D1	
Programme Officer (Governance & Engineering)	01	Category F	
Office Assistant	02	According to Section 3.2.3 of Department of Management Service Circular No. 02/2026	Further details on specific qualifications, experiences, skills and competencies are described in the Job Description

All the above appointments will be initially for a period of one (01) year, with the possibility of annual renewal subjected to satisfactory performance in accordance with the provisions of section 2.2.9 of Department of Management Service Circular No. 02/2026.

For detailed information regarding application the required specific qualifications, experience, skills competencies with the main duties and responsibilities and general conditions of the above posts are provided below.

Closing date for the applications is 18th August 2026

Applications with detailed Curriculum Vitae or Bio Data (no specific format) attaching the copies of education, experience and other relevant qualifications along with the contact information should be sent through **REGISTERED POST** to the following **Postal Address** on or before the above closing date. The Left upper corner of the Cover of the Application should mention the title *"APPLICATION FOR THE POST OF (post you apply) – ADB-RBL-UHC Program"*.

Postal Address:

Director General of Health Services,
Program Director – ADB-RBL-UHC Program,
Office of Director General of Health Services,
"Suwasiripaya",
No. 385,
Rev. Baddegama Wimalawansa Thero Mawatha,
Colombo 10.

Applications which do not meet the required qualifications, experiences, skills and competencies and those receive late, incomplete, not included supportive documents, sent via any other methods other than the **REGISTERED POST** will not be considered. **Only short-listed candidates** will be contacted for an interview.

Secretary,

Ministry of Health and Mass Media

Post of
DEPUTY PROGRAM DIRECTOR
at the
PROGRAM COORDINATION OFFICE
of the

Asian Development Bank financed loan and grant on Strengthening Integrated Health Care and Governance for Universal Health Coverage Program (2025 – 2030)

Name of the Post: Deputy Program Director

Nature of the post: Contract Basis – Full time

Level of Salary/Category: Category B (as per Department of Management Service Circular No. 02/2026) ([Ministry of Finance - Sri Lanka](#))

Number of vacancies: 01

Period of Service: From the date of appointment until June 2030 (initial appointment is for a period of one (01) year, with the possibility of annual renewal subjected to satisfactory performance in accordance with the provisions of sections 2.2.9 and 2.2.10 of Department of Management Service Circular No. 02/2026)

Age Limit: Less than 64 years of age at the time of recruitment. The maximum age that the selected person can serve in the project is 67 years (as per the Section 2.2.11 of Department of Management Service Circular No. 02/2026).

Reporting mechanism: Should report to the Program Director, and the Secretary, Ministry of Health and Mass Media.

Remuneration: As per Section 3 and Annexure 02 of Department of Management Service Circular No. 02/2026. (Relevant Column in Annexure 02 is 'Above US\$ 25 million and less than US\$ 200 million or its equivalent').

Job Description:

The Deputy Program Director will report to the Program Director who is also the Director General of Health Services.

The Deputy Program Director will carry out the following tasks under the guidance of Program Director:

- Manage all technical and governance related tasks in close collaboration with the Finance Commission and the 9 Provincial Councils and all Implementing Departments/

Directorates within the Ministry of Health and Mass Media (MoHMM) as identified in the Program Implementation Documents of the Project (58017-001: Strengthening Integrated Health Care and Governance for Universal Health Coverage Program | Asian Development Bank).

This includes:

- Review and provide guidance on RBL program operations to ensure that roll-out of the program is well integrated with the MoHMM and Finance Commission and Provinces to lead activities to strengthen integrated healthcare and governance for Universal Health Coverage.
 - Monitoring the implementation status of
 - Annual activity plans of line ministry and provinces
 - Results framework
 - Disbursement Linked Indicators
 - Program risk mitigation measures (pages 77 to 80 of PID)
- Lead the province and line ministry dialogue to ensure better services at secondary health care. This includes arranging an annual event (conference) for knowledge sharing and coordination strengthening.
- Represent the MoHMM and the RBL Program at the annual and rolling 5- year plan endorsement discussions of all 9 provinces led by the Finance Commission.
- Assist in preparing annual budget estimates and Results based plans from all implementing teams of the MOHMM and with the provinces.
- Lead and manage the 5-year plans (rolling) and the annual planning process by facilitating inputs from line Ministry to the 9 provinces.
- Provide all required information to manage the discussions with the 9 Provinces, Finance Commission and the MOF related to requesting annual allocations and budget line requirements to the MoHMM and to the 9 Provinces.
- Review fund flow to the MoHMM and to the 9 Provinces.
- Review 5-year plans and the annual plan each year and provide comments to ensure that proposed activities are in line to help achieve the results.
- Manage the Training and capacity building requirements for reaching DLIs and beyond.
- Review implementation progress of the proposed activities by site visits, review meetings at each of the provinces, at locations with a group of provinces and at the MoHMM.
- Manage the timely submission of completed biannual program progress report to Program Steering Committee and ADB.

- Support the ADB to manage the call for proposals on a rolling basis for funding via ADB managed TA (Technical Assistance) resources.
- Be responsible for ensuring timely implementation of the Program Action Plan, the Design Monitoring Framework and the Disbursement Linked Indicators (as defined in the PID and the RRP)
- Monitor the results framework to ensure achievement of project related results.
- Manage and monitor the ADB TA contracted consultants and the PCO team to deliver their respective TORs

Qualifications:

Basic Qualifications-

As per Category B – Deputy Project Director of Annexure 01 of Department of Management Service Circular No. 02/2026 (Relevant Column in Annexure 01 is 'Above US\$ 25 million and less than US\$ 200 million or its equivalent').

- The bachelor's Degrees considered to this post are MBBS or BDS from a recognized university of Sri Lanka or an equivalent degree from a foreign university recognized by the University Grants Commission.
- The Postgraduate Degree considered to this post are MSc in Medical Administration or Community Medicine.
- The managerial level service experience considered for this post is working as a Senior Medical Administrator Grade (as per the Medical Services Minute)
- The Class 1 officer of Government all-island Service considered for this post is Grade I Medical Officer and/or Deputy Medical Administrative Grade (as per the Medical Services Minute)

Additional Qualifications-

Other than the above Basic Qualifications, following Additional Qualifications are expected for the post

Academic/ Professional Qualifications-

- A Doctor of Medicine in Medical Administration or Community Medicine obtained from the Postgraduate Institute of Medicine, University of Colombo.
- Board Certification in Medical Administration or Community Medicine obtained from the Postgraduate Institute of Medicine, University of Colombo.
- Registered in Sri Lanka Medical Council as a Medical/ Dental Practitioner.

- Postgraduate Diplomas or a Degrees related to the fields of Public Procurement or Project Management or Monitoring and Evaluation.

Work Experience:

- At least five (05) years of experience in working as a Project Director, Project Manager, Deputy Project Director, Deputy Project Manager in a Foreign financed Development Project.

OR

- At least seven (07) years of experience in working as a Project Consultant/ Specialist in a Foreign financed Development Project.

OR

- At least ten (10) years of experience in working as a Senior Project Officer/ Project Officer in a Foreign financed Development Project.

Additional skills required for the post:

- Verbal and written communication skills in English and either Sinhala or Tamil languages.
- Skills in word processing, spreadsheet management and presentation.
- Skills in conducting research projects.
- Skills in data analysis using software (SPSS, MS Excel, R, EpiInfo, STATA).

Post of
INTERNAL AUDITOR
at the
PROGRAM COORDINATION OFFICE
of the

Asian Development Bank financed loan and grant on Strengthening Integrated Health Care and Governance for Universal Health Coverage Program (2025 – 2030)

Name of the Post: Internal Auditor

Nature of the post: Contract Basis – Full time

Level of Salary/Category: Category F (as per Department of Management Services Circular No. 02/2026) ([Ministry of Finance - Sri Lanka](#))

Number of Vacancies: 01

Period of Service: From the date of appointment until June 2030 (initial appointment is for a period of one (01) year, with the possibility of annual renewal subjected to satisfactory performance in accordance with the provisions of sections 2.2.9 and 2.2.10 of Department of Management Services Circular No. 02/2026)

Age Limit: Less than 64 years of age at the time of recruitment. The maximum age that the selected person can serve in the project is 67 years (as per the Section 2.2.11 of Department of Management Services Circular No. 02/2026).

Reporting mechanism: The Internal Auditor will work under the overall direction of the Secretary – Ministry of Health and Mass Media.

Remuneration: As per Section 3 and Annexure 02 of Department of Management Services Circular No. 02/2026. (Relevant Column in Annexure 02 is 'Above US\$ 25 million and less than US\$ 200 million or its equivalent').

Job Description:

The Program Internal Auditor will directly report to the Secretary- Ministry of Health and Mass Media and will carry out the below mentioned tasks:

- Internal Auditor will review all transactions for accuracy of processes and procedures carried out using ADB RBL finances in both the 9 Provinces and also in the MOH according to the 5 year and annual plans submitted by respective units.

- The Internal Auditor will review the adequacy and effectiveness of accounting, financial and operational controls exercised by the implementing Unit/s and suggestions of improvement, if any.
- Ensure utilization of funds for the allocated activity in accordance with the relevant financial procedures and regulations with due attention to economy and efficiency.
- Ensure Accounting Principles are followed by all entities that are authorized to incur expenditure under the ADB RBLProgram.
- Ascertain the reliability of integrity, controls, security and effectiveness of the operation of Computerized system, identify constraints, if any.
- Ascertain if the expenditures incurred/advances provided are duly authorized.
- Ensure Expenditure Statements submitted by Provinces and implementing Units at MOH are based on their plans.
- Ensure expenditures incurred are in reference to the budget allocation approved by MOH /9 Provinces.
- Ensure that procurement procedures have been followed by government procurement guidelines including the establishment of grievance redresses mechanism relevant for unsuccessful bidders.
- Ensure that all RBL program activity supporting documents, namely, purchase orders, tender documents, invoices, vouchers, receipts, pay bills, etc. Are maintained and linked to the transactions.
- Ensure that reconciliation of bank statements and account/s is regularly carried out on a monthly basis and necessary corrections on account of Bank's credits/debits and stale cheques are accounted for concurrently.
- Ensure asset registry completeness, and utilization for the purpose intended including, physical verification of sample of assets.

Qualifications:

Basic Qualifications-

As per Category D1 – Internal Auditor of Annexure 01 of Department of Management Services Circular No. 02/2026 (Relevant Column in Annexure 01 is 'Above US\$ 25 million and less than US\$ 200 million or its equivalent', qualifications 1 or 2 or 3 below are required.

- A Bachelor's Degree/ A qualification by the recognized University Grants Commission as an equivalent qualification to a degree in the relevant field and passed the Licentiate II/ Intermediate Examination / Certificate II in Accounting and Business /Business Level Examination/ Corporate Level Examination or a higher examination of

the Institute of Chartered Accountants or a similar professional qualification from a. Recognized professional body in the field with 06 years of post-qualifying experience in the relevant field.

- An Associate Membership /a similar professional qualification obtained from a recognized professional body in the relevant field with at least 03 years of experience in the relevant field
- Class II/III or above officer of a government All-Island Services or similar status in the relevant field with at least 06 years of experience in Class II/III post or a similar status in the relevant field.

Additional Qualifications-

Other than the above Basic Qualifications, following Additional Qualifications are required for the post

Work Experience:

- Past experience of work as an Internal Auditor in the health sector will be an added advantage.
- Worked as an Internal Auditor of a Foreign financed Development Project will be an added advantage.

Additional skills required for the post:

- Excellent verbal and written communication skills in English and either Sinhala or Tamil languages.
- Excellent computer skills in excel, word, power point and data analysis (SPSS, MS Excel, R, EpiInfo, STATA) will be an added advantage

Post of
PROGRAM OFFICER (Governance & Engineering)
at the
PROGRAM COORDINATION OFFICE
of the

Asian Development Bank financed loan and grant on Strengthening Integrated Health Care and Governance for Universal Health Coverage Program (2025 – 2030)

Name of the Post: Program Officer (Governance & Engineering)

Nature of the post: Contract Basis – Full time

Level of Salary/Category: Category F (as per Department of Management Services Circular No. 02/2026) ([Ministry of Finance - Sri Lanka](#))

Number of Posts: 01

Period of Service: From the date of appointment until June 2030 (initial appointment is for a period of one (01) year, with the possibility of annual renewal subjected to satisfactory performance in accordance with the provisions of sections 2.2.9 and 2.2.10 of Department of Management Services Circular No. 02/2026)

Age Limit: Less than 64 years of age at the time of recruitment. The maximum age that the selected person can serve in the project is 67 years (as per the Section 2.2.11 of Department of Management Services Circular No. 02/2026). And the DGHS

Reporting mechanism: Program Officer 2 (Governance and Engineering) will work under the direction of the Senior Program Engineer, Senior Finance Officer and Senior M&E Officer under the overall supervision of the Deputy Program Director and the Program Director.

Remuneration: As per Section 3 and Annexure 02 of Department of Management Services Circular No. 02/2026. (Relevant Column in Annexure 02 is 'Above US\$ 25 million and less than US\$ 200 million or its equivalent').

Job Description:

Assist the Deputy Program Director, the relevant Program Coordinators, the Internal Auditor and the Program Engineer to carry out the following tasks:

- Support the work related to the Medical Equipment asset management activities, IT systems development and implementation across the Line Ministry and Provinces.

- Support to carry out consultations to draft and submit relevant circulars/ guidelines in a timely manner to facilitate implementation of new and revised initiatives at the line Ministry and province levels.
- Provide the technical support required to Provinces and Line Ministry to plan and monitor governance, climate and gender related DLI results and beyond.
- Support to draft/ review Terms of References (TORs) for hiring technical experts as consultants to be hired via the ADB administered TA grant where necessary.
- Support the internal auditor to facilitate the annual Audit by the Auditor General's Department at the MoHMM and at the 9 Provinces.
- Support to ensure conducting of regular audits, presentation of audit reports to project steering committees, and submission to ADB and the Auditor General.
- Support the Internal auditor to carry out internal audits regularly at the MoMMH and in the provinces.
- Review all 10 (9 Provinces and the Line Ministry) 5-year plans and annual plans each year to identify the activities that require/ trigger safeguard (social and environmental) processes in close consultation with the Deputy Program Director and the Coordinators.
- Assist to complete and submit and follow up on approvals of the required forms and questionnaires for environmental safeguards and guide and supervise MoHMM and the 9 Provinces to ensure that the safeguards are addressed in collaboration with the Program Coordinators Province and the Line Ministry.
- Assist the provinces and the MOHMM to address the safeguard (social and environment) issues as detailed in the Program Implementation Document (PID) of the ADB RBL Loan.
- Carry out site visits regularly to sites where safeguards measures are required to be implemented.
- Support the Program Manager to monitor the implementation of the Safeguards, Governance, Procurement-related actions, identified in the Program Action Plan defined in the PID of the ADB RBL ([58017-001: Strengthening Integrated Health Care and Governance for Universal Health Coverage Program | Asian Development Bank](#)).
- Manage project documentation and reporting and draft meeting notes and minutes where necessary.

Qualifications:**Basic Qualifications-**

As per Category F – Project Officer of Annexure 01 of Department of Management Services Circular No. 02/2026 (Relevant Column in Annexure 01 is 'Above US\$ 25 million and less than US\$ 200 million or its equivalent').

- A bachelor's Degrees from a recognized university of Sri Lanka or an equivalent degree from a foreign university recognized by the University Grants Commission.

OR

A certificate of proficiency at the level 5 or above of National Vocational Qualification issued by a Technical/Vocational Training Institute accepted by Tertiary and Vocational Education Commission with required experience of work as per the Department of Management Services Circular No. 02/2026.

Additional Qualifications-

Other than the above Basic Qualifications, following Additional Qualifications are required for the post

Academic/ Professional Qualifications

- A master's degree of a Diploma qualification related to the fields of Public Procurement, Project Management, Business Administration, Monitoring and Evaluation, recognized by the University Grants Commission of Sri Lanka will be considered as added advantage
- A certificate in word processing, spreadsheet management and presentations

Work Experience:

- Worked as a Program Officer or Assistant Officer in the government sector or in the relevant field stipulated above (especially in the health sector institution) will be an added advantage
- Worked at any post on a Foreign financed Development Project will be an added advantage

Additional skills required for the post:

- Excellent verbal and written communication skills in English and either Sinhala or Tamil languages.
- Excellent computer skills in excel, word, power point and data analysis (SPSS, MS Excel, R, EpiInfo, STATA) will be an added advantage.

Post of
OFFICE ASSISTANT
at the
PROGRAM COORDINATION OFFICE
of the
Asian Development Bank financed loan and grant on Strengthening Integrated Health
Care and Governance for Universal Health Coverage Program (2025 – 2030)

Name of the Post: Office Assistant

Nature of the post: Contract Basis – Full time

Level of Salary/Category: According to Section 3.2.3 of Department of Management Services Circular No. 02/2026 ([Ministry of Finance - Sri Lanka](#)).

Number of Vacancies: 02

Period of Service: From the date of appointment until June 2030 (initial appointment is for a period of one (01) year, with the possibility of annual renewal subjected to satisfactory performance in accordance with the provisions of sections 2.2.9 and 2.2.10 of Department of Management Services Circular No. 02/2026)

Age Limit: Less than 64 years of age at the time of recruitment. The maximum age that the selected person can serve in the project is 67 years (as per the Section 2.2.11 of Department of Management Services Circular No. 02/2026).

Reporting Mechanism: Should report to the Program Director through the Deputy Program Director.

Remuneration: As per Section 3 of Department of Management Services Circular No. 02/2026.

Job Description:

- Ensuring open and close the office daily according to a roster.
- Ensure the cleanliness of all the areas of the office.
- Receiving the documents (including and not limited to the letters and files) to the office and entering the receipt of documents at the relevant registers.

- Sending the documents (including and not limited to the letters and files) from the office (through post or by hand) and entering the sending documents in the relevant registers.
- Assist in preparing and maintaining the documents of the office as per the guidance.
- Assist in printing and photocopying the documents related to the project as per the guidance of the other office staff.
- Assist in conducting meetings/ Training programs related to the project (within and outside of the office).
- Ensure attendance to meetings/ training by calling participants as advised and maintaining attendance registers at meetings/ training programs related to the project (within and outside the office).
- Ensure the refreshments and other facilities are provided for the office staff and for the attendees of the meetings.
- Any other activity as directed by the Program Director and the Deputy Program Director.
- Promptly responding to the telephone, emails and providing feedback to relevant officers.

Qualifications:

Basic Qualifications:

- Passed the G.C.E. (O/L) examination in six (06) subjects with four (04) credit passes for English and Sinhala or Tamil language.

Additional Qualifications-

- Passed the G.C.E. (A/L) examination will be an added advantage.
- A certificate in computer literacy (including word processing, spreadsheet management and presentation design) will be an added advantage.

Work Experience:

- Worked in the government sector (especially in the health sector institution) will be an added advantage
- Worked at any post on a Foreign financed Development Project will be an added advantage

Additional skills required for the post:

- Verbal and written communication skills in English and Sinhala or Tamil languages.
- Computer literacy.