VACANCY

Health System Enhancement Project – Additional Financing
(ADB Funded)
Ministry of Health and Mass Media

Asian Development Bank-funded Health System Enhancement Project – Additional Financing under the Ministry of Health & Mass Media, invites applications for the post of Driver on a full-time contract basis in the Project Management Unit (PMU) based in Colombo 08. Please note that the initial contract is for one year and is renewed based on performance/ and requirements. The total Project value is USD 123 Mn.

Position	Qualification	Salary Scale
Driver	Passed GCE O/L with 3 years of work experience as a driver with a safe driving record. Should have knowledge of driving rules and regulations, local routes. **Terms of Reference** • Drive the assigned vehicle for the Project Director on official business travel. • Ensure day-to-day maintenance of the assigned vehicle; checks oil, water, battery, tires, etc.; Get minor repairs done and timely inform arranging for any other repairs necessary to keep the vehicle in good running condition. Keep the vehicle safe and technically sound at all times; maintain the vehicle in clean conditions, maintenance of running charts. • Ensure all required documents/supplies, including vehicle insurance, vehicle registration, vehicle logs, fuel and mileage records, etc., are regularly updated. • Assist in the delivery of mail/supplies etc., • Render service during Saturdays, Sundays and holidays and beyond the designated official working hours when required • Perform other official duties as may be directed by the Project Director. • Attend duties on time in authorized attire and personal grooming. • Should adhere to the rules/regulations/directives and ethical conduct prescribed for Drivers of the Ministry of Health & Mass Media.	As per the Public Administration Circular No. 10/2025 dated 25.03.2025

Age Limit

Under 50 years 07.12.2026

Further details and the application form can be **downloaded** from https://www.hsep.1k/

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Duly completed application (compulsory), together with detailed curriculum vitae supported by copies of educational and professional qualifications/experience and names of two non-related referees along with their contact details (telephone/fax/email) should be sent to reach the following address (email/post/by hand) on or before **07.12.2026** in a sealed envelope stating "Application for the Post of Driver - Health System Enhancement Project" on the top left of the envelope.

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

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Email - careers.hsep@gmail.com (for E - Submissions)
Telephone - **+94 11 2 697 173/ +94 11 2 056 535**
Fax - **+94 11 2 697 163**

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