

# MINISTRY OF HEALTH

## VACCINES FOR RECOVERY (RECOVER) PROJECT

### VACANCY

Asian Development Bank Funded Vaccines for Recovery (RECOVER) Project, will support to strengthen the vaccine information management system, physical infrastructure for vaccine delivery including transportation and investments in system for vaccine related medical waste management.

Project implementation is scheduled for 3 years from 2021 to 2024

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

Post and Position	Location	Qualification	Salary Scale
Accountant -1	Project Management Unit	A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission or having passed the intermeditate examination of a recognized professional institute in the relevant field and at least 7 Years post qualifying experience in the relevant field. Or An officer of the Government all island services, Class III/II or above or similar status in the relevant field with at least 7 years' experience in class II/III post.	Category PS 4, in accordance with the Management Circular No. 01/2019 dated 15.03.2019
ICT Officer -3	Project Management Unit, Epidemiology Unit and MSD	A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission or having obtained a certificate of 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 5 years' experience in the required area of specialisation. Having Obtained a certificate of proficiency not below than the NVQ level 6, Issued by a technical/ Vocational training institute accepted by tertiary and vocational education Commission for post related to a technical field and at least 10 years' experience in the required area of specialisation. Having Obtained a certificate of proficiency not below than the NVQ level 5, Issued by a technical/ Vocational training institute accepted by tertiary and vocational education Commission for post related to a technical field and at least 15 years' experience in the required area of specialisation.	Category PS 5, in accordance with the Management Circular No. 01/2019 dated 15.03.2019
Procurement Officer-1	Project Management Unit	A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission or having obtained a certificate of 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 4 years' experience in the required area of specialisation. Having Obtained a certificate of proficiency not below than the NVQ level 6, Issued by a technical/ Vocational training institute accepted by tertiary and vocational education Commission for post related to a technical field and at least 9 years' experience in the required area of specialisation. Having Obtained a certificate of proficiency not below than the NVQ level 5, Issued by a technical/ Vocational training institute accepted by tertiary and vocational education Commission for post related to a technical field and at least 14 years' experience in the required area of specialisation.	Category PS 6, in accordance with the Management Circular No. 01/2019 dated 15.03.2019
Project Secretary-1	Project Management Unit	Passed GCE O/L examination with 6 subjects (Credits (C) with three (3) credits passes including English and Sinhala/Tamil Language with a secretarial course from a recognized institution or appearing in Chartered Secretary Examination leading to with minimum 4 years' experience in relevant field. Or A Chartered secretary with 3 years' experience in relevant field. Basic Knowledge on MS Office Package and Operating Computers. Good knowledge in written and spoken English.	Category PS 6, in accordance with the Management Circular No. 01/2019 dated 15.03.2019
Finance Officer-1	Project Management Unit	A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission or having obtained a certificate of 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 4 years' experience in the required area of specialisation. Having Obtained a certificate of proficiency not below than the NVQ level 6, Issued by technical/ Vocational training institute accepted by a tertiary and vocational education Commission for post related to a technical field and at least 9 years' experience in the required area of specialisation. Having Obtained a certificate of proficiency not below than the NVQ level 5, Issued by a technical/ Vocational training institute accepted by tertiary and vocational education Commission for post related to a technical field and at least 14 years' experience in the required area of specialisation.	Category PS 6, in accordance with the Management Circular No. 01/2019 dated 15.03.2019
Monitoring and Evaluation Officer-1	Project Management Unit and Epidemiology Unit	A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission or having obtained a certificate of 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 4 years' experience in the required area of specialisation. 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 9 years' experience in the required area of specialisation. Having Obtained a certificate of proficiency not below than the NVQ level 5, Issued by technical/ Vocational training institute accepted by tertiary and vocational education Commission for post related to a technical field and at least 14 years' experience in the required area of specialisation.	Category PS 6, in accordance with the Management Circular No. 01/2019 dated 15.03.2019

#### Age Limit

Under 64 years by 13.09.2021

Further details and application form can be downloaded from <https://www.hsep.lk/>

Duly completed application together with detailed curriculum vitae supported by copies of education and professional qualifications, experience and names of two non-related referees along with their contact telephone/ fax/email address should be sent to reach the following address on or before **13.09.2021**, in a sealed envelope stating the specific position on the top left of the envelope. Applications sent after closing date will be rejected. Due to the prevailing Covid-19 pandemic situation of the country, email and fax applications are accepted.

**Address** - Project Director  
Vaccines for Recovery (RECOVER) Project  
3/19, Kynsey Road, Colombo 08

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

**Telephone** - +94 11 2 697 173/ +94 11 2 056 535

**Fax** - +94 11 2 697 163