

Vacancy for the Post of Executive Secretary/Oversight Officer to Country Coordination Mechanism (CCM), Global Fund, Sri Lanka – (Contract Basis)

The Chair of the Country Coordinating Mechanism (CCM), Sri Lanka calls for applications for the post of Executive Secretary/Oversight Officer of CCM Sri Lanka on contract basis. The CCM Sri Lanka is receiving grants from the Global Fund to fight AIDS, Tuberculosis & Malaria (GFATM) to control Malaria, Tuberculosis and HIV/AIDS in Sri Lanka.

Duties :

The Executive Secretary/Oversight Officer leads the CCM Secretariat and is accountable to the CCM and its leadership. The CCM Executive Secretary/Oversight Officer supports the CCM to effectively implement a national disease strategy that pursues the goal of ending the diseases as pandemics by 2030. The CCM Executive Secretary/Oversight Officer facilitates the work of the CCM by enabling an effective governance mechanism using highly proficient political and technical skills. This position maintains a repository of CCM documents, mediates in areas of dispute amongst members, acts as an advisor for the CCM in-country, and serves as a bridge between national stakeholders and the Global Fund Secretariat.

With regard to support to the oversight function the specific objectives of the position will be to;

1. Support the CCM to address the issues with the oversight function identified in the Evolution threshold assessment.
2. Facilitate and support analytical data-driven discussions and decision-making.
3. Provide support to oversight planning and implementation.
4. Provide technical and administrative support to the CCM oversight committee.

Key areas of responsibilities

Core Function 1 : Operations - Lead the CCM Secretariat and support the operational structures of the CCM

Core Function 2 : Oversight - Enhance the efficiency of oversight procedures with a view to addressing the weaknesses identified in the Evolution threshold assessment

Core Function 3 : Positioning - Facilitate political discussions and strengthen sustainability efforts

Core Function 4 : Engagement - Foster the meaningful, inclusive and active participation of key stakeholders with a view to addressing the weaknesses identified in the Evolution threshold assessment

Qualifications :

Preferably a Medical Graduate (from a recognized local or foreign university) with Post Graduate qualifications in public health, finance, public administration or business administration, or any related field.

Experience :

1. At least 7 years of professional experience (international or national) working in planning, and management in the humanitarian sector.
2. Solid experience in developing partnerships in political environments and in mediating complex issues and deliverables at country, regional and international level.
3. Rich professional experience, including a track record of working in strategy and policy analysis, program planning and management, and/or equivalent experience.
4. Solid understanding and experience of strategic, organizational, financial and management issues.
5. Solid understanding of Global Fund processes and its funding model.
6. Solid understanding of the strategic value of key population/PLWD engagement and the particular efforts required to make it work in a meaningful way.
7. Experience in public health and disease program management with focus on HIV/AIDS, tuberculosis and malaria.
8. Excellent computer literacy, highest proficiency in English with fluency in Sinhala and/or Tamil language, demonstrated strong communication skills (written and oral) are required.
9. Documented experience of managing a team.

Age Limit & Salary :

- Age - open
- Salary – Rs. 250,000/= per month + travelling allowance

General Conditions :

- The Officers who are serving in public sector or state organizations should send their applications through their respective heads of Institutions.
- Position will be located in CCM Secretariat in Colombo.
- The initial contract period will be for one year, with 6 months' probation and provision for renewal. Annual performance evaluation will determine renewal of contract (3 years) provided there is available funds.
- Only shortlisted applicants will be called for an interview.
- Selected applicants should be able to take up the appointment by 1st September 2022.

Applicants should submit a brief resume of their relevant experience and educational qualifications and give reasons for being suitable for the post. Please visit following link for further details. <http://www.malariacampaign.gov.lk/en/public-notice/vacancies>

Application must be emailed to ccmsrilanka@gmail.com and stated “**Application for the Post of Executive Secretary/Oversight Officer, CCM Sri Lanka**” in the subject line. The application should receive on or before **10th July 2022**.

S. Janaka Sri Chandraguptha, Chair/CCM, Secretary/Ministry of Health, 385, Rev. Baddegama Wimalawansa Thero Mawatha, Colombo 10.