



**MINISTRY OF HEALTH
GLOBAL FUND PROJECT
TB COMPONENT (LKA-T-MoH)**

Immediate Vacancy

Global Fund to Fight AIDS, Tuberculosis and Malaria (Global Fund) has awarded two grants to Sri Lanka amounting to US\$ 9,427,299 for the period 01st January 2022 to 31st December 2024 of which the Ministry of Health is the Principal Recipient. The components are involved in the prevention and control of HIV/AIDS and Tuberculosis.

Fulltime services of **the following position (one vacancy) on contract basis up to 31st December 2024** are required for the TB Grant of the Global Fund Project, Ministry of Health (MoH) and this contract period will be renewable annually. This position will continue in the GC7 grant up to 31st December 2027. Applications are being called only from suitable candidates who possess required qualifications, experience, skills and competencies.

**POST - 'PROJECT ACCOUNTANT'
(PS 04 as per the Management Services Circular No 01/2019 – 15.03.2019)**

Project Accountant will be required to provide detailed financial analysis, report creation, budget management, and performance tracking and value-added analysis for the budget and financial performance of grant.

The Project Accountant reports to the Project Manager, TB Grant/Director, NPTCCD and will be based at the National Programme for Tuberculosis Control and Chest Diseases, Public Health Complex, Narahenpita, Colomco 05.

MAIN DUTIES AND RESPONSIBILITIES:

- I. Preparation of Annual Financial Statements, PUDR, Quarter Reports and the monthly reports as per the Sri Lanka Accounting Standards as well as Global Fund Guidelines.
- II. Monitoring the foreign fund and arrange necessary steps to fund management (e.g.: follow up of disbursement requests) and ensure obtaining the approval from proper authority levels for the proposals before any fund disbursement; and timely disbursement of fund to project implementation and monitoring of advance settlements of the grant.
- III. Ensure that all payments are based on government rules and regulations and Global Fund requirements.
- IV. Liaise with the Local Fund Agent for their reviews and assist the National Program staff to respond queried raised during LFA reviews.
- V. Work closely with program Co-ordinators and Procurement team and ensure latest/updated records included in all documents.
- VI. Liaise with External Auditors, GOSL Auditors, Local Funding Agents, MoH, Ministry of Finance / the Treasury Operation of Sri Lanka and relevant Officials, MOH Planning unit, National Planning and PDHSs/RDHSs for project requirements.
- VII. Coordination with the Government Treasury in, Preparation of fund request for grant and counterpart funds from the Ministry of Finance and Liaise with the MoH and General Treasury for fund request as per the grant requirements. (Need to Submit the reports/information as they request)
- VIII. Any other duties/responsibilities assigned from time to time by the Supervising Authorities.

REQUIRED EDUCATION QUALIFICATIONS, EXPERIENCE, SKILLS & COMPETENCIES:

- i. A successfully completed Bachelor's Degree in Accounting or Financial Management, which is recognized by the University Grants Commission or a qualification recognized by the University Grants Commission as an equivalent qualification to the degree in Accounting or Financial Management or a Professional qualification successfully completed from a recognized professional Institute in Accounting, Financial Management or Chartered Accounting CIMA/ACCA and At least 05 years post qualifying experience in the Accounting or Financial Management field. An Officer of the Government All Island Services Class III/II or

above or similar status in the Accounting or Financial Management filed with at least 03 years' experience in the Class II/III post.

- ii. Minimum of 5 years' Post Qualification in Finance Field (progressive experience) in Senior Technical or Managerial level is essential.
- iii. Preference will be given to those who have prior working experience in a similar capacity in foreign funded projects, especially in the public sector.
- iv. Excellent working knowledge of Financial Regulations and other relevant rules and regulations of the Government of Sri Lanka is essential.
- v. Good knowledge of project finance and project budgeting is a definite asset.

GENERAL CONDITIONS:

1. The duty station will be Colombo but may need to travel to project implementation sites all over the country.
2. Age should be below 64 years as at 31.12. 2024.
3. Recruitment will be on contract basis. The initial contract will be up to 31.12.2023, of which the first three months will be on probation. And this position will continue in the GC7 grant up to 31st December 2027.
4. The contract period may be renewable annually, through the satisfactory performance demonstrated at a formal performance appraisal by the Supervising Officers.
5. Salary is as per PS 04 of the Management Services Circular No 01/2019 - 15.03.2016. (Rs. 90,000 + Rs. 17,800.00 + Rs.3,000.00 = Rs.110,800.00)
6. The contribution of the employer for EPF is 12% and ETF is 3% of the salary. The EPF contribution of the employee is 8% of the salary.
7. Annual Holiday & Leave : As per the Shop and Office Employee Act.
8. Working hours: 8.30 a.m. – 4.15 p.m. – Monday – Friday.
9. Dress Code: Smart Casual.
10. Candidates who are already in the public service should send their applications through the relevant Secretary to the Ministry/ Head of Department or Institution / CEO of the Agency who should indicate that the candidate could be released immediately in the event of being selected to the post.
11. No officer will be selected if he/she has been subjected to any disciplinary action during his/her career.
12. Only short-listed candidates will be called for an interview.

Closing Date : 12th September 2024

Applications with detailed Curriculum Vitae or Bio Data (no specific format) attaching copies of education, experience and other qualifications along with the contact telephone/fax/email address should be sent through REGISTERED POST (ONLY) to the ADDRESS below with the title "APPLICATION FOR THE POST OF PROJECT ACCOUNTANT, TB GRANT, GLOBAL FUND PROJECT" on behalf on or 12th September 2024 (Closing Date).

The Director,

Global Fund Project Office, No.555/5, Public Health Complex, 4th Floor, Elvitigala Mawatha, Colombo 05.

Applications which do not meet the required qualifications, experience, skills and competencies ; which are late, incomplete, not included supporting documents, sent via any other methods other than REGISTERED POST (email, hand delivery or to any other address) will not be considered and rejected.



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**POST - 'FINANCE SUPERVISOR'
(PS 06 as per the Management Services Circular No 01/2019 – 15.03.2019)**

Finance Supervisor will be coordinating donor requirements, project implementation work and coordinating with the Ministry of Health to provide detailed financial analysis, report creation, budget management, performance tracking and value-added analysis for the budget and financial performance of the grant. In addition, he/she will be providing guidance to the Finance team of the Grant to ensure correct financial management of grant and accurate and timely reporting of financial information.

The Finance Supervisor reports to the Project Manager, TB Grant/Director, NPTCCD and will be based at the National Programme for Tuberculosis Control and Chest Diseases, Public Health Complex, Narahenpita, Colomco 05.

REQUIRED EDUCATION QUALIFICATIONS, EXPERIENCE, SKILLS & COMPETENCIES:

1. A successfully completed Bachelor's Degree in Accountancy, Financial Management or Commerce which is recognized by the University Grants Commission or a qualification recognized by the University Grants Commission as an equivalent qualification to the degree in Accountancy, Financial Management or Commerce; or a professional qualification successfully completed from a recognized professional Institute in Accountancy, Financial Management or Commerce (Strategic Level I in ICASL or Managerial Level II in CIMA) Or Having obtain 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 related to Finance field.

Having obtain 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 a post related to Finance Field and at least 05 years' experience in the Finance field.

Having obtain 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 in the Finance Filed and at least 10 years' experience in the Finance field.

2. Minimum of 2 years' Post Qualification in Finance Field (progressive experience) is required.
3. At least 3 - 4 years' hands-on experience in similar a capacity or as an Accounts Executive, with experience in timely disbursement of finances and monitoring disbursements, preparing and submitting quarterly/biannual financial reports as required by the donor agency and maintaining necessary records.

4. Preference will be given to those who have prior working experience in a similar capacity in foreign funded projects, especially in the public sector.
5. Excellent working knowledge of Financial Regulations and other relevant rules and regulations of the Government of Sri Lanka is essential.
6. Good knowledge of project finance and project budgeting is a definite asset.
7. Hands on experience with Accountancy software packages, such as AccSoft, QuickBooks® will be an advantage.
8. Chartered/Corporate membership of a recognized international professional association would be an asset.
9. Strong computer skills - adept at statistical software, spreadsheet, word processing, presentation, internet and email software is a must.
10. Demonstrated communication skills (written and oral) - highest proficiency in English is required with fluency in Sinhala and/or Tamil language with negotiation and consultation skills.
11. Demonstrated negotiation/consultation skills is required.

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4. The contract period may be renewable annually, through the satisfactory performance demonstrated at a formal performance appraisal by the Supervising Officers.
5. Salary is as per PS 04 of the Management Services Circular No 01/2019 - 15.03.2016. (Rs. 55,000 + Rs. 17,800.00 = Rs.72,800.00)
6. The contribution of the employer for EPF is 12% and ETF is 3% of the salary. The EPF contribution of the employee is 8% of the salary.
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