

Vacancy For the
Post of Management Assistant – Contract Basis
Anti Malaria Campaign
Ministry of Health
555/5, Elvitigala Mawatha, Colombo 05.

The above Ministry has received a grant from the Global Fund to fight AIDS, Tuberculosis & Malaria (GFATM) for the elimination of Malaria in Sri Lanka.

The Director Anti Malaria Campaign calls applications for the Post of Management Assistant on contract basis for five vacancies in the Anti Malaria Campaign.

Duties and Responsibilities:

Full-time services are required to regulate the financial and other correspondence of the Malaria Disease Elimination Programme of the Ministry of Health, funded by the GFATM. Above positions will be located in Colombo and will function under the Director of the Anti-Malaria Campaign.

- 1.To maintain all aspects of receipts & payment vouchers of the campaign.
- 2.Maintain the necessary financial records in Sinhala / English.
- 3.Timely issue finances to the district level officers.
- 4.To ensure collection of all necessary paid documents etc..., from district level.
- 5.To maintain the financial disbursement records at district level.
- 6.To maintain banking records as required.

Qualifications:

- 01) Should have passed the General Certificate of Education (Ordinary Level) examination in six (06) subjects at one sitting with credit passes in
- i)Sinhala / Tamil / English Language
 - ii)Mathematics and
 - iii)Two other subjects

and

A pass in all subjects at the General Certificate of Education (Advanced Level) Examination (other than the common general paper) at one sitting.

A pass in 3 subjects under the old syllabus at one sitting would be sufficient.

or

A degree from a recognized university

- 02) Experience in the use of computers and office software packages.

- 03) A good command of the English / Sinhala language, written and oral.

Preference will be given to those who have experience related to the Public Sector.

Age Limit : Under 55 years.

Salary : According to the Management Service Circular No 33(1) dated 20th

December 2007. General Conditions :

- The initial contract period will be for one year, with provision for renewal. The project is expected to run for 5 years.
- Only short-listed applicants will be called for an interview.
- Selected applicants should be able to take up the appointment immediately.

Other Benefits:

- 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.
- Candidates who are already in the public service should send in their application through the relevant Head of the Department / CEO of the Agency who should indicate that the candidate could be released in the event of being selected to the post.

Application with detailed curriculum vitae, including copies of relevant documents along with the contact telephone / fax / email address and references should be sent under Registered Cover to reach The Director, Anti Malaria Campaign, No. 555/5, Anti Malaria Building, Colombo 05, not later than 04th August 2010.

Application must be in a sealed envelope with the following stated on top of the left side of envelope "**Application for Post of Management Assistant - Malaria Programme under GFATM**".

**The Project Director
GFATM Project
Ministry of Health
No. 555/5,
Elvitigala Mawatha,**

Colombo 05.

Tel 2581918