

VACANCY

Health System Enhancement Project

Ministry of Health

Driver – Project Management Unit

Applications are invited for an experienced Driver for the Project Management Unit of Health System Enhancement Project funded by Asian Development Bank under the Ministry of Health.

Qualifications and Experience

Completed Secondary Level education 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 and Reference

- Drive the assigned vehicle for the Project Management Unit 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 /authorized staff
- Attend the 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.

Age Limit

Under 50 years by 26/03/2024

Salary Scale

PL3 /2016

Duly completed application together with detailed curriculum vitae with a photograph supported by copies of educational qualifications, experience and names of 2 non-related referees along with their contact telephone/fax/email address should be sent to reach the following address on or before 26.03.2024 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 Project
3/19, Kynsey Road, Colombo 08

Email - hsep.pmu@gmail.com (for E - Submissions)

Telephone - +94 11 2 697 173

Fax - +94 11 2 697 163