MINISTRY OF HEALTH AND MASS MEDIA

JICA FUNDED HEALTH AND MEDICAL SERVICE IMPROVEMENT PROJECT

STAFF RECRUITMENT FOR THE PROJECT MANAGEMENT UNIT

Health and Medical Service Improvement Project is executed by the Ministry of Health and Mass Media with the financial assistance provided by Japan International Cooperation Agency (JICA). The scope of the project is to improve the building facilities and procure equipment for the **diagnosis and treatment of cardiovascular diseases in 05 tertiary care hospitals** (NH-Kandy, TH - Anuradhapura, TH - Kurunegala, TH - Badulla & DGH - Trincomalee), enhance the Medical Laboratory Technologist (MLT) Training Schools and strengthen the Bio-Medical Engineering Services Division of the Ministry of Health and Mass Media with supply of equipment.

Applications are now invited from qualified and experienced citizens of Sri Lanka to be recruited for the following vacancies of the Project Management Unit (PMU) in Colombo and the detailed **Terms of Reference (ToR)** for each position are as follows:

1. Project Director

No. of Vacancies	01
Recruitment Basis	**Full Time**
Salary Category	**A** (as per the MSD Circular No. 01/2026)

QUALIFICATIONS

1 or 2 below:

1. A Bachelor's Degree **in the field of Engineering** and a Post Graduate Degree (**Masters**) qualification in the relevant fields and Associate Membership obtained from a recognized professional body in the relevant field with at least **11 years** of post-qualifying experience in the relevant field at a managerial level, out of which **06 years** should be at a senior managerial level.
2. Corporate/Fellow Membership of a recognized professional body **in the field of Engineering** with at least **10 years** of post-qualifying experience in the relevant field at a managerial level, out of which **05 years** should be in a senior managerial level.

SCOPE OF WORK

- Responsible for managing the project to ensure effective control of time, cost, quality, and scope.
- Implementing the project as per the directives and conditions stipulated in the Project Memorandum signed between Ministry of Health and JICA.
- Ensuring the compliance with JICA guidelines throughout all the proceedings of the project.
- Keeping steadfast communication with all project stakeholders including JICA, Consultant, Hospital Authorities, Contractors, Suppliers, etc.
- Supervising all proceedings in the procurement and execution of construction/equipment packages and providing instructions to the Consultant/Contractors/Suppliers as necessary to ensure the smooth implementation of the project.
- Providing guidance to sort out any issues that could emerge during the project implementation and contract administration.
- Ensuring the disbursements of the project in accordance with the annual and short-term disbursement forecasts submitted to JICA.
- Ensuring the adequate annual budget allocations for the project activities.
- Reviewing the Project Status Reports prepared by the Deputy Project Directors and submitting them to JICA in quarterly basis.
- Organizing Monthly Progress Review Meetings and Steering Committee Meetings to review the progress of the project in a timely manner.
- Reporting the progress of the project to the Secretary and other higher officials of the Ministry of Health as necessary.
- Supervising the duties of the Deputy Project Directors and other PMU staff members.
- Any other project related activity assigned by the Project Steering Committee.

2. Deputy Project Director (Construction)

No. of Vacancies	01
Recruitment Basis	**Full Time**
Salary Category	**B** (as per the MSD Circular No. 01/2026)

QUALIFICATIONS

1, 2 or 3 below:

1. A Bachelor's Degree **in the field of Engineering** and a Post Graduate Degree (**Masters**) qualification in the relevant fields and Associate Membership obtained from a recognized professional body in the relevant field with at least **10 years** of post-qualifying experience in the relevant field at a managerial level, out of which **05 years** should be in a senior managerial level.
2. Corporate/Fellow Membership of a recognized professional body **in the field of Engineering** with at least **09 years** of post-qualifying experience in the relevant field at a managerial level, out of which **04 years** should be in a senior managerial level.
3. Class I officer a government All-Island Services in a similar capacity or similar status **in the field of Engineering** and Associate Membership obtained from a recognized professional body in the relevant field with at least **04 years** of experience in the Class I post.

SCOPE OF WORK

- Assisting the Project Director in overall project implementation and to ensure the achievement of the project milestones.
- Keeping steadfast communication with all project stakeholders including JICA, Consultant, Hospital Authorities, Contractors, Suppliers, etc.
- Reviewing the deliverables of the Consultant, Contractors and Suppliers.
- Assisting the Project Director to supervise all proceedings in the procurement and execution of construction packages.
- Facilitating the preparation of the Project Status Report to be sent to JICA quarterly by incorporating the progress of the project.
- Provide technical assistance and coordinating with the Procurement Specialist to prepare and update the project procurement plan related to the construction packages.
- Ensuring the compliance with JICA procurement guidelines in the implementation of project activities.
- Supervising the duties of the other PMU staff members.
- Any other project related activity assigned by the Project Director.

3: Procurement Specialist

No. of Vacancies	01
Recruitment Basis	**Full Time**
Salary Category	**C** (as per the MSD Circular No. 01/2026)

QUALIFICATIONS

1, 2 or 3 below:

1. A Bachelor's Degree **in the relevant field** and a Post Graduate Degree (**Masters**) qualification in the relevant fields and Associate Membership of a recognized professional body in the relevant field with at least **10 years** of post-qualifying experience in the relevant field at a managerial level.
2. Corporate/Fellow Membership of a recognized professional body **in the relevant field** with at least **07 years** of post-qualifying experience in the relevant field at a managerial level.
3. Class I officer a government All-Island Services in a similar capacity or similar status in the relevant field and Associate Membership of a recognized professional body in the relevant field with at least **03 years** of experience in the Class I post.

SCOPE OF WORK

- Conduct and coordinate procurement activities in accordance with JICA procurement guidelines.
- Develop, monitor and implement need-based procurement plan to implement project ensuring timely completion of all procurement activities.
- Reviewing the Bidding Documents of both construction and equipment packages prepared by the Consultant.
- Liaising with the Procurement Division of Ministry of Health to schedule the Bid Evaluation Committee meetings, Ministry Procurement Committee meetings and High-Level Procurement Committee meetings as necessary.
- Communicating with Consultant and JICA on the clarifications to be obtained on the procurement process.
- Facilitating the Bid Evaluation Committees in the review of Bidding Documents and the evaluation of the Technical and Price Bids.
- Facilitating the preparation of the Cabinet Memorandums and communicating with relevant officials to obtain the approvals in a timely manner.
- Facilitating the contract awarding of the construction/equipment packages by reviewing the Contract Agreements and other necessary documents prepared by the Consultant.
- Conduct contract management by performing tasks such as monitoring progress of contracts implementation to ensure that it abides by the stipulated standards, procedures and planned procurement timetable;
- Preparation of procurement reports and conduct reviews of procurement performance as needed;
- Assist the project team to obtain information required to prepare the project implementation plan.
- Work in coordination with the project team and advise on procurement issues.
- Any other project related activity assigned by the Project Director.

4. Project Engineer

No. of Vacancies	01
Recruitment Basis	**Full Time**
Salary Category	**D** (as per the MSD Circular No. 01/2026)

QUALIFICATIONS

1 or 2 below:

1. A Bachelor's Degree **in the field of Engineering** and Associate Membership in the relevant field obtained from a recognized professional body with at least **07 years** of post-qualifying experience in the relevant field.
2. Class II/III officer a government All-Island Services in a similar capacity or similar status **in the field of Engineering** and Associate Membership/similar qualification in the relevant field obtained from a recognized professional body with at least **07 years** of experience in Class II/III post or a similar status in the relevant field.

SCOPE OF WORK

- Assisting the PMU to achieve the milestones of the construction packages in all aspects including but not limited to engineering design, specifications, estimation, supervision, quality, procurement, financial, environmental safeguard and social safeguards in all outputs.
- Reviewing the Bill of Quantities, Technical Specifications, Drawings and other contents comprised within the Bidding Documents of the construction packages prepared by the Consultant.
- Facilitating the Bid Evaluation Committees in the review of Bidding Documents and the evaluation of the Technical and Price Bids.
- Facilitating the preparation of the Cabinet Memorandums and communicating with relevant officials to obtain the approvals in a timely manner.
- Facilitating the contract awarding of the construction packages by reviewing the Contract Agreements and other necessary documents prepared by the Consultant.
- Reviewing the claims for payment and variations submitted under the certification of the Consultant and providing the recommendations to PMU to proceed the disbursements in a timely manner.
- Oversee the issues in the contract administration of construction packages by liaising with the Consultant and Contractors.

5. Project Accountant

No. of Vacancies	01
Recruitment Basis	**Full Time**
Salary Category	**D1** (as per the MSD Circular No. 01/2026)

QUALIFICATIONS

1 or 2 below:

1. Associate Membership of a recognized professional body in the field of **Financial Management** with at least **07 years** of post-qualifying experience in the relevant field.
2. Class II/III officer a government All-Island Services in a similar capacity or similar status in the field of **Financial Management** with at least **07 years** of experience in Class II/III post or a similar status in the relevant field.

SCOPE OF WORK

- Ensure proper implementation of the accounting practices, systems, internal control and checks laid down in the Financial Management Manual (FMM), Procurement Administration Manual (PAM), the circulars issued by the. General Treasury and the related government institutions.
- Ensure the proper management of resources available to the project.
- Provide accurate, complete and timely financial information for managing and monitoring project activities.
- Provide all information and to prepare annual budget estimates and disbursement plan of the project.
- Ensure the accountability and promote the efficient use of financial resources allocated for the project based on GOSL and JICA procedures.
- Reviewing the Invoices and Claims for Payment submitted by the Consultant, Contractors and Suppliers and providing the recommendations to Project Director to proceed the disbursements in a timely manner.
- Liaising with Bank of Ceylon with regard to the Japanese Yen portion payments to be disbursed to the Consultant and Suppliers under the commitment procedure of JICA via Letter of Credit.
- Drafting the contents of the Letter of Credit to be established between Ministry of Health and prospective equipment suppliers for the disbursements under the commitment procedure of JICA.
- Preparing the disbursement request documents under the transfer procedure of JICA for the disbursement of Sri Lankan Rupee portion payments to the Consultant and Contractors.
- Liaising with Department of External Resources in the submission of disbursement request documents under the transfer procedure of JICA.

6. Project Secretary

No. of Vacancies	01
Recruitment Basis	**Full Time**
Salary Category	**F** (as per the MSD Circular No. 01/2026)

QUALIFICATIONS

1 or 2 below:

1. Having passed the G.C.E. (O/L) examination in six subjects with four credit passes including English and Sinhala/Tamil languages and a secretarial course from a recognized institution or pursuing examinations leading to Chartered Secretary with at least **04 years** of experience in the relevant field.
2. A Chartered Secretary with at least **03 years** of experience in the relevant field.

SCOPE OF WORK

- Receive, attend and scrutinize telephone calls directed to Project Director.
- Receiving and dispatching all office communication by e-mail, fax, post, etc. with the support of Office Assistants.
- Maintain adequate system for receiving, filing and dispatching correspondences.
- Maintaining appropriate logs and chronological files of all written communication as well as the general archive of the office.
- Regularly check the incoming & outgoing e-mails and postal mail on due time.
- Maintaining an updated address and phone lists of project counterparts, staff and all stakeholders attached to the project
- Providing secretarial services as required by Project Director (i.e. write correspondence, phone calls, reports, maintenance and re-retrieval of documents related to project, etc.)
- Maintaining minutes of the meetings.
- Arranging appointments of the Project Director and other senior staff.
- Administrative support to the PMU.

7. Management Assistant

No. of Vacancies	02
Recruitment Basis	**Full Time**
Salary Category	**Supporting Staff** (as per the MSD Circular No. 01/2026)

QUALIFICATIONS

1 or 2 below:

1. Having passed the G.C.E (A/L) examination with credit passes for at least two subjects in one sitting with at least **03 years** of post-qualifying work experience in the relevant field.
2. A permanent junior employee in the public service with **05 years** of satisfactory post-qualifying experience in the relevant field and having passed minimum G.C.E. (O/L) examination.

SCOPE OF WORK

- Support the documentation work including maintenance of files, handing of day-to-day communications including e-mails and phone calls and compilation of project data for the smooth implementation of the project.

8. Driver

No. of Vacancies	02
Recruitment Basis	**Full Time**
Salary Category	**Supporting Staff** (as per the MSD Circular No. 01/2026)

QUALIFICATIONS

Having passed the G.C.E. (O/L) examination in six (6) subjects with credit passes for at least two subjects including Sinhala/Tamil at not more than two settings. Should possess a valid driving license issued by the Department of Motor Traffic in Sri Lanka and at least **03 years** of post-qualifying experience in driving. Should be physically fit for driving long distance, urban areas and as well as in hilly areas.

SCOPE OF WORK

- To assist the day-to-day operations of the PMU in terms of required transportation for the Project Director and other staff to attend with official matters.

9. Office Assistant

No. of Vacancies	02
Recruitment Basis	**Full Time**
Salary Category	**Supporting Staff** (as per the MSD Circular No. 01/2026)

QUALIFICATIONS

Having passed the G.C.E (O/L) examination in six (6) subjects with credit passes for at least two subjects including Sinhala/Tamil at not more than two sittings. Experience as an Office Assistant will be an added qualification.

SCOPE OF WORK

- To assist the day-to-day operations of the PMU.

Terms and Conditions:

- Remuneration, terms and conditions shall be in accordance with the **Management Services Department Circular No. 01/2026 dated 02nd February 2026,** subject to its periodical amendments.
- Applicants must be **below sixty-four (64) years of age** as of the closing date of applications.
- Appointment will be on a Contract Basis for a **period of one year**, extendable up to the project period based on satisfactory performance.
- Candidates must demonstrate proficiency in English, computer literacy, and familiarity with government rules and regulations.
- Previous experience in **foreign-funded projects** will be an added advantage.
- Employees are required to travel to project sites depending on the need.

Submission of Applications:

- All applicants should submit their applications by completing the **prescribed Application Form** below and attaching the Curriculum Vitae with the details of two non-related referees and copies of all relevant certificates. Applications should be sent by **registered post** to the address given below or via e-mail to **addlseceng@health.gov.lk** on or before **10th April 2026**.

Additional Secretary (Engineering Services)
Ministry of Health and Mass Media
01st Floor, No. 385, Baddegama Wimalawansa Thero Mawatha,
Colombo 10.

Important:

- The post applied should be clearly indicated on the top left-hand corner of the envelope and in the subject line of the e-mail.
- Applicants in the government sector should submit applications through the respective Heads of Departments.
- Applications from candidates who do not possess the required qualifications as at the closing date will not be considered.
- Incomplete applications or applications received after the closing date will be rejected.
- Only shortlisted candidates will be called for the interviews.
- The decision of the Secretary of Ministry of Health and Mass Media will be the final and conclusive on the above recruitments.

Secretary
Ministry of Health and Mass Media

17th March 2026

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