

Health System Enhancement Project

Application for the Post of

Section I

1. Full name of the applicant (in block letters)

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2. Name with initials of the applicant (in block letters)

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3. Date of Birth

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4. Age 5. Sex 6. Marital Status

7. National Identity card number/Passport Number of the applicant

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8. Postal Address

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9. Telephone Number

a) Residence:

b) Mobile:

10. E-mail Address

11. Academic Qualifications*

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12. Professional Qualifications*

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13. Memberships in Professional Bodies*

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14. Professional Experience (in chronological order)*

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15. If you are currently employed

- a) Present place of work
- b) Designation
- c) Office Address

16. Special comments/notes

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17. Two Non-Related Referees (Name, Designation, Contact Details)

I.

II.

I certify that the particulars furnished by me are correct and true. If any information found incorrect before/after the interview my application/appointment will be rejected.

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Signature of the Applicant

.....
Date

- This application should accompany following documents
 - a) Curriculum vita with a photograph
 - b) Certified Copies of
 - NIC/Passport
 - a. Academic Qualifications
 - b. Professional Qualifications
 - c. Memberships in Professional Bodies

Section II

- *To be filed by Head of the Institution of currently employed applicants:*

1. Name of the Applicant
2. NIC Number
3. Name of the Institution
4. Designation of the Applicant
5. Service Period
6. Recommendations

The candidate can be released with immediate effect from the current employment if she/he is going to be selected.

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Signature and Rubber Stamp of the Head of the Institution

.....
Date



VACANCY

For the Posts of Engineer/ Accountant – PIU Central Province
Health System Enhancement Project (ADB Funded)
/ Health System Enhancement Additional Financing Project
Ministry of Health

Asian Development Bank-funded Health System Enhancement Project/Health System Enhancement Additional Financing Project, is proposed to carry out reforms of the Primary Health Care Services proposed by the Primary Health Care Policy in Central, North Central, Sabaragamuwa, and Uva Provinces. The project value is USD183 Million, and the project closure is scheduled for 31st May 2026.

Applications are invited from Civil Engineers and Finance Professionals for the posts of **Project Engineer** and **Project Accountant** on a full-time basis in the Project Implementation Unit (PIU) *based in Kandy (Central Province)*.

Position	Qualification	Salary Scale
Project Engineer and Project Accountant Project Implementation Unit (PIU) based in Kandy	1) A Bachelor's Degree in the relevant field, (Engineering / Finance) , 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 the relevant field. (Engineering/ Finance) Or An Associate membership/ A similar professional qualification obtained from a recognized professional institution in the relevant field. (Engineering/ Finance) With Minimum of 8 years post-qualifying experience in the required areas of specialization. 2) An officer of the Government, All Island Engineering/Accountancy Services Class	Category PS4, in accordance with the Management Circular No. 01/2019 dated 15.03.2019

	III/II or above or similar status in the relevant field. With At least 09 years of experience in Class III/II post.	
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Age Limit

Under 55 years by 18.08.2025

Further details and the application form can be **downloaded** from <https://www.hsep.lk/>

Duly completed application (compulsory) with detailed curriculum vitae supported by copies of education and professional qualifications/experience, and names of two non-related referees along with their contact details (telephone/email) should be sent to the following address (email/post/by hand) on or before **18.08.2025**, in a sealed envelope stating the specific position on the top left of the envelope. Applications sent after the closing date will be rejected. For further clarifications, please call **Preethika on 0763026311**.

**Address - Project Director
Health System Enhancement Project
3/19, Kynsey Road, Colombo 08**
Email - careers.hsep@gmail.com (for E - E-Submissions)
Telephone - +94 11 2 697 173/ +94 11 2 056 535
Fax - +94 11 2 697 163

Terms and Reference – Project Engineer

- Provincial project civil works supervision and delivery of all aspects including but not limited to procurement, safeguards, detailed engineering design, financial and social development for all outputs
- Develop strong working relationship with executing agency and provincial agencies, implementing agencies, civil society organizations and PIU staff, and ensure smooth coordination among them.
- Confirm commitments to implementation of civil works from all stakeholders.
- Coordinate and work with the Team Leader of Detailed Design and Supervision Consultant to develop detailed time bound implementation schedules.
- Assist PIU to comply with the relevant policies and guidelines of the government and ADB for implementation of civil works.
- Review and recommend the detailed designs, cost estimates, resettlement plan, EMP, GAP, and other contract documentations as necessary.
- Assist PIU staff and local consultants in the management of civil works and goods contracts and in the supervision of construction and subsequent commissioning of works.
- Assist in arranging for smooth handover of the project facilities to the agencies responsible for operation and maintenance including advice and assistance on the preparation of all documentation necessary (i.e. as-built drawings) to close out contracts.
- Monitor and review proper and timely submission of regular progress reports on civil works to executing agencies and PMU, particularly the progress against target indicators.
- Initiate actions in the event of any adverse, oblique and / or other variances against the original plan.
- Assist and review in ensuring all resettlement and environmental impact mitigation measures are fully implemented, ensure associated reporting is completed, and minimize adverse environmental impacts during construction
- Provide site management guidance to PIUs and local consultants in relation to the construction.
- Assist in project planning, scheduling, and reporting of sub-project activities of civil works.
- Assist in ensuring the quality of all of the infrastructure components.
- Assist the procurement officer in updating the procurement plan from time to time (at least annually).
- Assist in the detailed monitoring and evaluation surveys.
- Provide overall support for selection of contractors and suppliers, contract management, and quality control and inspection.
- Ensure implementation of gender and social development measures, covering GAP and community participation plan.
- Assisting in maintaining records, correspondence, and diaries; and provide the Client/ Employer with complete records and reports within the area of responsibility;
- Ensuring efficient provision of on the job training to the staff members of PIUs in all relevant aspects of the efficient management and implementation of the Project procedures
- Undertaking any other project management activities, as necessary, and assigned by the Deputy Project Director.



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Terms and Reference – Project Accountant

1. Make arrangements to obtain the necessary funds from the ADB impress account;
2. Establish and maintain impress and other accounts acceptable to the government and ADB;
3. Establish appropriate systems for financial control, checks, and balances for financial matters and expenditure items according to ADB guidelines;
4. Prepare recurrent and capital expenditure budgets for the project in line with approved funding arrangements;
5. Maintain separate records and accounts adequate to identify the financing resources received and expenditures made on the Project, including the goods, works, and services finance out of the loan proceeds and out of local funds;
6. Assist the Deputy Project Director in preparation of disbursement plans in accordance with the Project Administration Manual
7. Prepare quarterly financial forecasts and requests for advancement of funds
8. Prepare budget estimates for all project activities, trainings/workshops/seminar
9. Review, arrange payment, and record all the project expenditure's vouchers in accordance with financial regulations of ADB and the Government
10. In-coordination with PMU/PIU summarize project expenses and prepare periodic financial reports and statements as required by GOSL/ADB and for other relevant units, entities and authorities
11. File all financial documents and prepare necessary facilities and support to work with audit agencies (General audit, Internal audit and ADB audit) or financial inspection agencies as required. Attend periodical audit reviews arranged by the PMU.
12. Provide guidance and update project staff at the PIU on financial and accounting procedures, regulations, reporting and record keeping.
13. Work closely with the Project Finance Manager (PMU) and Project Internal Auditor (PMU) to facilitate implementing project related activities per GOSL/ADB rules, regulations, guidelines and procedures
14. Closely liaise with PMU and PIU staff regularly to facilitate in executing accounting functions
15. Any other duties and responsibilities assigned by the Project Director/Deputy Project Director