

**VACANCY**  
**Monitoring & Evaluation Officer**  
**Health System Enhancement Project /**  
**Health System Enhancement Project – Additional Financing**  
**Project Management Unit – Ministry of Health**

Asian Development Bank Funded Health System Enhancement Project and Health System Enhancement Project – Additional Financing 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 from 2019 to 2025. The total Project value is USD 183 Mn.

Applications are invited for the following position **on full time** basis in the **Project Management Unit (PMU) based in Colombo 08, for immediate recruitment.** Please note that the initial contract is for one year and is renewed based on performance/ and the requirement.

Position	Qualification	Salary Scale
<b>Monitoring &amp; Evaluation Officer</b>	<p>A Bachelor's Degree in the relevant field recognized by the University Grants Commission. Minimum 02 years post-qualifying experience in required areas of specialization.</p> <p style="text-align: center;">Or</p> <p>A qualification recognized by the University Grant Commission as an equivalent qualification to the degree in the relevant field.</p> <p style="text-align: center;">Or</p> <p>An Associate membership/ A similar professional qualification obtained from a recognized professional institution in the relevant field.</p> <p style="text-align: center;">Or</p> <p>Having obtained a certificate of proficiency not below than the NVQ Level 7, issued by a Technical/Vocational Training Institute.</p> <p style="text-align: center;">And</p> <p>At least 05 years of experience in the required area of specialization            (For further details please refer the Management Circular 1/2019 issued on 15<sup>th</sup> March 2019)</p>	<p>Category PS6 in accordance with the Management Circular No. 01/2019 dated 15.03.2019.</p>

**Age Limit**

Under 54 years by 14.07.2024

Duly completed application (compulsory), together with detailed curriculum vitae supported by copies of educational and professional qualifications/experience and names of two non-related referees along with their contact details (telephone/fax/email) should be sent to reach the following address (email/post/by hand) on or before **14.07.2024** in a sealed envelope stating the specific position on the top left of the envelope. Please refer the website for TOR. Applications sent after closing date will be rejected.

**Address - Project Director**  
**Health System Enhancement Project**  
**3/19, Kynsey Road, Colombo 08**

**Email - [careers.hsep@gmail.com](mailto:careers.hsep@gmail.com) (for E - Submissions)**

**Telephone - +94 11 2 697 173/ +94 11 2 056 535**

**Fax - +94 11 2 697 163**

## **Terms and References for M&E Officer**

- Develop required monitoring system and formats for regular monitoring of project activities at different levels in line with the DMF and the M&E plan
- Support the IT expert in setting up program monitoring systems for activities and results and ensure the accuracy of data
- Monitoring and Evaluation of progress and performance against planned work against DMF.
- Plan for and manage periodic evaluation activities for the project
- Provide technical advice on performance indicators and ensure that realistic mid-term and end-term project targets are defined; provide timely and required information for periodic review reports for the ministerial steering committee and other stakeholders.
- Visit project areas for field monitoring of activities and suggest required action
- Work closely with the MOHNIM across the project area to ensure that relevant data for measuring project performance is collected (based on project indicators)
- Arrange dissemination of information obtained from reviews, monitoring and evaluation and other publications of relevant organizations.
- Build capacity within the project for M&E function
- Perform any other duties and responsibilities as assigned by the Project Director/Deputy Project Director.
- This TOR is subjected for revision from time to time.



# 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

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Date

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

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Date