

JOB DESCRIPTION

MINISTRY OF HEALTH GLOBAL FUND PROJECT HIV GRANT

POST OF 'PROCUREMENT OFFICER'

Global Fund to Fight AIDS, Tuberculosis & Malaria (Global Fund) has awarded 2 grants to Sri Lanka amounting to US\$ 9,427,299 for the period 01st January 2022 to 31st December 2024 of which the Ministry of Health is the Principal Recipient. This project supported components are involved in the prevention and control of HIV/AIDS and Tuberculosis.

Fulltime service of the “**Procurement Officer**” position on contract basis is required for the HIV Component/Grant of the Global Fund Project, Ministry of Health (MoH). Procurement Officer will implement the organization’s Procurement Plan prepared in accordance with the HIV grant’s/ MoH’s Procurement and Supply Management Plan submitted to the Global Fund in the Grant Agreement.

The Procurement Officer reports to the Project Manager, HIV Component / Director, National STD/AIDS Control Programme (NSACP) and will be based at the HIV Grant Office, Medi House, Colombo 10.

MAIN DUTIES AND RESPONSIBILITIES:

1. In charge for all project/grant related procurements including calling for quotations, supplier analysis, negotiations, payments, Technical Evaluation Committee (TEC) reports, Procurement Committee documentations and approvals for purchases / imports etc.
2. Execution of the procurement of medical equipment, health products, goods and services including consultancy services, civil works, non-health products and non-health equipment complying with the National Procurement Authority (NPA) guidelines and Ministry of Finance regulations on procurement.
3. Preparing the necessary documentation for procurement e.g., bid documents to invite bids under International Competitive Bidding, National Competitive Bidding and National Shopping Procedures.
4. Ensuring that all procurements are according to Global Fund guidelines.
5. Supporting the TEC by assisting in preparation of the TEC reports in line with the NPA guidelines.
6. Support the Project Procurement Committee (PPC) with regard to the award of contracts and other issues related to procurement and assist in ensuring the meeting minutes and documentation are available.
7. Monitor the procurement activities of the PPC, Ministry Procurement Committee (MPC) and Regional Procurement Committee (RPC) for compliance.
8. Maintain Assets Register (current and fixed assets) of all purchased items with relevant details of assets and inventoried items.
9. Preparation of contractual agreements with the Medical Supplies Division, MoH; National Medicines Regulatory Authority (NMRA) and other relevant organizations.
10. Submit frequent (weekly) analysis reports with the procurement status (including order placement, delivery and payment settlement details etc;) to Project Manager and Project Accountant.
11. Take urgent actions to inform Project Manager upon any deviations, delays and any other issues.



12. Coordinate procurement through Wambo including order placement, continuous review and on time clearance upon arrival.
13. Maintain effective coordination with suppliers and service & maintenance agents, and ensure the goods/orders are delivered on time to the correct locations as per the instructions issued.
14. Coordinate and take necessary action with regard to payments and settlements of all the procurement related work with the Project Accountant, Finance Supervisor and Finance Assistant of the Grant.
15. Coordinate with PMU Officials for effective implementation of procurement work.
16. Assist/support other Global Fund Project Gants of the Ministry of Health, if and when required.
17. Any other tasks related to procurement designated by the Project Manager which may arise out of the course of business.

REQUIRED QUALIFICATIONS, EXPERIENCE, SKILLS AND COMPETENCIES:

1. A Bachelor's Degree in Procurement or Supply Chain Management, 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 Procurement / Supply Chain Management OR An Associate membership / A similar professional qualification obtained from a recognized professional institution in Procurement / Supply Chain Management OR Having obtained a certificate of proficiency not below than the National Vocational Qualification (NVQ) Level 7, issued by a Technical/ Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Procurement / Supply Chain Management; OR

Having obtained a certificate of proficiency not below than the NVQ Level 6, issued by a Technical/ Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Procurement / Supply Chain Management and At least 05 years' experience in Procurement / Supply Chain Management; OR

Having obtained a certificate of proficiency not below than the NVQ Level 5, issued by a Technical /Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Procurement / Supply Chain Management and At least 10 years of experience in Procurement / Supply Chain Management.

2. Postgraduate degree in combination with 5 years' hands on experience in procurement of pharmaceutical and health products is required.
3. Formal training and prior experience in the field of Procurement or Supply Chain Management is mandatory.
4. Formal certification in Procurement (e.g., CIPS) will be an asset.
5. Working experience in the use of computers and office software packages (MS Word / Excel / PowerPoint / Internet / Email / Fax / Post / SMS / Viber / WhatsApp / Virtual or online communication tools such as Skype / Zoom / MS Teams etc.), and being adept at statistical software, spreadsheet, word processing, presentation, internet and email is a must, and required to produce certificates as proof.
6. Demonstrated communication skills (written and oral) – Working knowledge in English and confidence in Sinhala and/or Tamil language is required and need to submit proof certificates.
7. Demonstrated negotiation/consultation skills is required.
8. Preference will be given to those who have prior working experience in a similar capacity in the specific fields in foreign funded projects, especially in the public sector.



GENERAL CONDITIONS:

1. The duty station will be Colombo but may need to travel to the project implementation sites all over the country.
2. Age should be below 64 years as at 31.12. 2023.
3. Recruitment will be on contract basis. The initial contract will be for one year, of which the first three months will be on probation.
4. The contract period is renewable annually, through the satisfactory performance demonstrated at a formal performance appraisal by the Supervising Officers and Global Fund written approval.
5. Salary is as per PS 06: Category A of the Management Services Circular No 01/2019 - 15.03.2019 (Initial Salary: Rs. 55,000.00 + Rs. 7,800.00 = Rs. 62,800.00).
6. 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.
7. Annual Holiday & Leave: As per the Shop and Office Employees Act
8. Working hours: 8.30am – 4.15pm – Monday - Friday.
9. Dress code: Smart casual
10. Selected applicant should be able to take up the assignment within reasonable time period preferably immediately or within one month.
11. No officer will be selected if he/she has been subjected to any disciplinary action during his/her career.
12. Candidates who are already in the public service should send their applications 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.
13. Only short-listed candidates will be called for an interview.