

**MINISTRY OF HEALTH  
GLOBAL FUND PROJECT  
HIV GRANT**

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**POST OF 'HUMAN RESOURCES 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.

A fulltime service of a '**Human Resources Officer**' position on contract basis is required for the HIV Component/Grant of the Global Fund Project, Ministry of Health (MoH). The Human Resources Officer will carry out the day-to-day HR activities and be accountable for the overall HR related work in the HIV grants' HR Plan prepared in accordance with the grant/ Ministry of Health's HR Plan which was submitted and approved by the Global Fund.

The HR 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. Handling, provision of support/assistance, implementing and evaluation of day today HR administrative functions in executing HR policies, procedures, programs and practices; recruitment and selection process; performance evaluation process; compensation and benefits programs; grievance handling; employee relations; talent engagement and management; HR planning; learning and development programs; human resources planning; career planning; and industrial relations and labour law; etc according to GoSL/MoH/GF guidelines.
2. Compile, update and maintain all Project staff of the grant (full time project staff and staff seconded to the project from GoSL on 1/3 basis) records/of the personal files according to GoSL/MoH/GF guidelines during the employee life cycle including appointment letters, relevant increments, warning letters, attendance, holidays, absence, leave, overtime records, employment contract renewals, documentation relation to terminations and exit procedures etc.; of the component of all staff with ensured confidentiality.
3. Coordinate recruitment and selection process, manage and place job advertisements in the respective job boards, issue appointment letters on time, prepare and issue employment contract renewals, new employee inductions,
4. Perform Payroll activities: preparation of salaries of all staff of the Grant's and maintenance of absence, leave and overtime reports, salary reports & issuing pay slips etc; for all relevant staff.
5. Coordinate benefit schemes such as EPF/ETF and PAYE payments (statutory payments) for relevant staff in the project and all correspondence with relevant offices in liaison with the finance department and maintenance of relevant files.
6. Performance Management – Coordinate performance evaluations of all Project staff of the Grant; timely preparation and issue employment contracts renewals with related increments (if any).
7. Adherence to staff code of conduct, monitors discipline and staff welfare and ensure staff welfare procedures are operative.
8. Handle and /or coordinate all legal and labour related HR matters of the Project staff of the grant.
9. Assist/support other grants of the Global Fund Project of the Ministry of Health, if and when needed.



10. Any other tasks related to human resources designated by the Program Director which may arise out of the course of business.

**REQUIRED QUALIFICATIONS, EXPERIENCE, SKILLS AND COMPETENCIES:**

1. A Bachelor's Degree in Human Resources 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 Human Resources Management OR An Associate membership / A similar professional qualification obtained from a recognized professional institution in Human Resources 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 Human Resources 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 Human Resources Management and At least 05 years' experience in Human Resources 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 Human Resources Management and At least 10 years of experience in Human Resources Management.

2. Minimum of 2 years' post qualification in the Human Resource field (progressive experience) is required.
3. Formal training in Human Resources Management will be a definite asset.
4. Formal certification in Human Resources will be an asset.
5. Outstanding team player with the ability to adapt to organization's environment and has an interest to grow with the organization.
6. 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.
7. 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.
8. Demonstrated negotiation /consultation skills is required.
9. Preference will be given to those who have minimum 3 to 4 years' prior working experience in a similar capacity in foreign funded projects, especially in the public sector.

**GENERAL CONDITIONS:**

1. The duty station will be Colombo but may need to travel to project implementation sites all over the country.
2. Age should be below 65 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



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.