

Calling of Applications for the post of Project Assistant - GAVI HSS Project Epidemiology Unit, Ministry of Health

Applications are called from suitable candidates for the above post. The project officer will be paid by funding through GAVI HSS project. The post can be terminated at any time based on the work performance.

Time period:

One year from the time of initiation

Place of work

Epidemiology Unit (EPI section)

Salary

Rs. 20,000 per month

Qualifications and experiences

- Should possess a medical degree (MBBS or equivalent degree recognized by the SLMC)
- Good command of English and Sinhalese or Tamil languages
- Previous experience as a medical student in organizing programmes, workshops or any special activities
- Ability to carry out given responsibilities efficiently within a given time frame
- Should possess good communication skills to coordinate with the district and MOOH level staff
- Experience in handling budget in workshops or programmes
- Ability to write reports within a given period of time
- Good computer skills

Scope of work

- 1) Planning the GAVI HSS related training activities (District level training programme for the divisional level PHC staff, curative health staff and the grass route level PHC staff)
- 2) Coordinating of GAVI HSS programmes in the districts with MOOH
- 3) Monitor the progress of the GAVI HSS programme
- 4) Handling the budget of GAVI HSS programme
- 5) Timely writing and submission of reports on the GAVI HSS programme
- 6) Monitoring the timeliness and completeness of AEFI and EPI related returns
- 7) Translation and editing of materials related to AEFI and immunization

Application procedure

Please hand over a CV to the Epidemiology Unit before 05th February 2010.