



VACANCY

Health System Enhancement Project / Health System Enhancement Project – Additional Financing (ADB Funded) Ministry of Health & Mass Media

Asian Development Bank Funded Health System Enhancement Project and Health System Enhancement Project – Additional Financing under the Ministry of Health & Mass Media, invites applications for the Post of Finance Officer **on a full-time** contract basis in the **Project Management Unit (PMU) based in Colombo 08**. Please note that the initial contract is for one year and is renewed based on performance/ and requirements. The total Project value is USD 183 Mn.

Position	Qualification	Salary Scale
Finance Officer	01) A Bachelor's Degree in the Finance field. With At least 04 years of experience in the required area of specialization.	Category F in accordance with the Management Circular No. 01/2026 dated 02.02.2026.
	02) Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 7 issued by a Technical & Vocational Training Institute accepted by Tertiary and Vocational Education Commission, With At least 04 years of experience in the required area of specialization.	
	03) Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 6 issued by a Technical & Vocational Training Institute accepted by Tertiary and Vocational Education Commission. With At least 09 years of experience in the required area of specialization.	
	04) Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 5 issued by a Technical & Vocational Training Institute accepted by Tertiary and Vocational Education Commission. With At least 14 years of experience in the Finance field.	

Age Limit

Under 54 years by 20.02.2026

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

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 **20.02.2026** in a sealed envelope stating the specific position on the top left of the envelope. Please refer to the website for TOR. Applications sent after the closing date will be rejected.

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

Email - careers.hsep@gmail.com (for E - Submissions)
Telephone - +94 11 2 697 173/ +94 11 2 056 535
Fax - +94 11 2 697 163

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

Terms Of Reference - Finance Officer

1. Assists in preparation of cash forecast
2. Assists in detailed variance analysis
3. Assists in compliance with Government regulations
4. Assists in the preparation of final financial accounts
5. Supports the Finance Manager with all financial monitoring systems
6. Assists in budget monitoring and preparation of monthly expenditure and allocation report.
7. Assist Procurement Specialist where it is necessary
8. Ensures accuracy of all financial documents and data entry
9. Monitor advance payment settlements
10. Ensures the timely disbursement of funds for project implementation
11. Responsible for vigilant checking of all payment vouchers, Journals, bank reconciliations, fixed asset register and supporting documentation
12. Assists in providing financial information required by all stakeholders
13. Assists in providing necessary schedules and documents for reprogramming activities.
14. Any other tasks related to finance designated by the Project Director which may arise out of the course of business.