



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 ICT 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
ICT Officer	1) A Bachelor's Degree in the IT field. With At least 06 years of experience in the required area of specialization.	Category E in accordance with the Management Circular No. 01/2026 dated 02.02.2026
	2) Having obtained a certificate of proficiency not below the National Vocational Qualification Level 7 issued by a Technical & Vocational Training Institute accepted by the Tertiary and Vocational Education Commission. With At least 06 years of experience in the required area of specialization.	
	3) Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 6, issued by a Technical & Vocational Training Institute accepted by the Tertiary and Vocational Education Commission. With At Least 11 years of experience in the field.	
	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 the Tertiary and Vocational Education Commission. With At least 16 years of experience in the ICT 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 and References for the IT Officer

Implementing respective duties of fields of specialization, with or without a classification

- **Information System (IS)**

1. Design a website for the Project Management Unit
2. Drafting designs of information and communication technology
3. Drafting policies of information and communication technology
4. Identification of information technological solutions for institutional information and communication technology requirements. (Requirement Analysis, System Analysis). Performing the preliminary activities related to designing of information technological solutions. (System Designing)
5. Conducting a Technical evaluation relevant to the field.
6. Implementation/ evaluation of Information and Communication Technology Projects
7. Generation of information system reports for management requirements (MIS reports)
8. Coordinating and maintaining links with internal/ external institutions for activities related to the specialized field.

- **Information Technology (IT)**

1. Developing, testing, implementing, and managing software for identified requirements. (Programming/ Development, Testing, Implementation, and Maintenance)
2. Development, administration, and maintenance of database- (Database Administration)
3. Performing the activities related to designing, updating, and maintenance of official websites and performing the key duties in this regard
4. Updating software so as to cater to the requirements of the users.
5. Implementation of necessary actions for the safety of software and data.
6. Coordinating and maintaining links with internal/external institutions for activities related to the specialized field.

- **Computer Networks/ Security**

1. Development, administration, and maintenance of a computer network (Network Administration)
2. Identifying the errors in computer hardware/ network hardware and taking action to rectify them, and maintenance.

3. Administration in respect of internet/ e-mail facilities
4. Performing the activities related to computer networking, network security administration, and performing the key duties in this regard. (Network Security Administration)
5. Coordinating and maintaining links with internal/ external institutions for activities related to the specialized field.
6. Any other tasks designated by the Project Director and Deputy Project Director which may arise out of the course of business.