DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA

MINISTRY OF HEALTH & MASS MEDIA

PRIMARY HEALTHCARE SYSTEM ENHANCING PROJECT

Recruitment of Project Staff
Management Assistant

Primary Healthcare System Enhancing Project (PHSEP) is a project being implemented under the Ministry of Health and Mass Media, funded by the World Bank (WB). The total project cost is US$150 Million and it is designed to improve access and quality of Primary Healthcare Services across all districts in Sri Lanka for the period of 2024-2028.

Applications are invited from citizens of Sri Lanka to fill the post of Management Assistant in the Project Management Unit (PMU) on contract basis, initially for a period of one year, extendable annually based on satisfactory performance and project requirements, up to a maximum period of engagement until project ending, with no entitlement to permanent status in the public service. The remuneration and other relevant terms and conditions are in accordance with Circular No. 02/2026, Para 3.2.3, dated 28.03.2026, issued by the Department of Management Services.

Posts	No. of Positions	Education Qualifications
Management Assistant (Full time)	01	**External Applicants:** • G.C.E. (A/L) – 03 subjects • G.C.E. (O/L) – 06 subjects in one sitting with at least 04 Credit passes including Sinhala/Tamil, English and Mathematics • Having a BSc. Degree will be preferred **Internal Applicants (Government Service):** • Above A/L & O/L qualifications. • Minimum 05 years satisfactory service in a permanent post. • Recommendation of Head of Department • Having a BSc. Degree will be preferred
		Experience: Minimum 02 years of experience in office accounts / administration / procurement / project administration or related field will be preferable. Experience in Government or donor-funded projects will be an added advantage. **Other Requirements:** Computer literacy (MS Office), general IT applications, good communication skills (Sinhala/ Tamil & English) ability to work in a team, good character, and physical & mental fitness. Hands-on experience in using computerized accounting packages & Experience in Working in a Foreign Funded Project will be an added advantage.

Applications with detailed Curriculum Vitae or Bio Data (no specific format) attaching copies of education, experience and other qualifications along with the contact telephone/fax/email address should be sent through registered post (only) to the address below with the title "APPLICATION FOR THE POST OF MANAGEMENT ASSISTANT" on or before **2nd November 2026**.

Address:

Project Director
Primary Healthcare System Enhancing Project (PHSEP)
191 A, J. R. Jayawardena Centre, "The Bungalow"
Dharmapala Mawatha
Colombo 07

Email: info@phsep.lk
Tel. : 0112 271150

Applications which do not meet the required qualifications, experience, skills and competencies which are late, incomplete, not included supporting documents, sent via any other methods other than REGISTERED POST (email, hand delivery or to any other address) will not be considered and rejected.

Project Director
Primary Healthcare System Enhancing Project (PHSEP)
14th September 2026