



World Health
Organization

Sri Lanka

VACANCY NOTICE

The Mission of WHO is the attainment by all peoples of the highest possible level of health

Vacancy Notice No: WCO-SRL-2025/01

Date: 20 January 2025

Title: Project Coordinator

Deadline for application: 10 February 2025

Contract type: Special Services Agreement

Grade: NO A – Step 1

Duration of contract: 12 months

Organization unit: Country Office for Sri Lanka

Introduction:

The World Health Organization is the United Nations Specialized agency for health established on 7 April 1948. WHO was one of the first United Nations agencies in Sri Lanka (1952) and over sixty years on, WHO remains a steadfast intergovernmental organization committed to supporting the people of the country to attain the highest level of health through the strengthening of the health system on the principles of equity, fairness and responsiveness with emphasis on the poor and marginalized.

Our goal

"To support the people of the country to attain the highest level of health through strengthening of the health system on the principles of equity, fairness and responsiveness with emphasis on the poor and marginalized."

Our core functions

- Providing leadership on matters critical to health and engaging in partnerships where joint action is needed
- Shaping the research agenda and stimulating the generation, translation and dissemination of valuable knowledge
- Setting norms and standards, and promoting and monitoring their implementation
- Articulating ethical and evidence-based policy options
- Providing technical support, catalysing change, and building sustainable institutional capacity
- Monitoring the health situation and assessing health trends

Objectives of the Contract:

The Government of Sri Lanka is committed to building a digitized modern nation and digitalization of the State sector is one of the crucial steps in this process. Health sector is also at the forefront of the digital transformation process where foundations have been laid for the development of an interconnected and interoperable digital health ecosystem within the country.

Strengthening Civil Registration and Vital Statistics (CRVS) System of Sri Lanka is a key activity which can support multiple sectors and facilitate progress towards the Sustainable Development Goals. A well-functioning CRVS system is the best source of continuous and up to date information on birth, death, and population statistics. CRVS is also increasingly recognized as a critical mechanism for supporting good governance through data driven planning and accountability, a tool for financial management (linkages with social security) and data linkages (through identity management).

Sri Lanka has a mature and a well-established, though largely paper based, CRVS system dating back about 150 years. The Registrar General's Department of Sri Lanka is the responsible agency for registration of births, deaths, and marriages. The decentralized system can register births and deaths with high completeness. However, inefficiencies inherent to a decentralized, paper based CRVS system has meant that there are significant delays in producing the vital statistics, and challenges exist in terms of quality of cause-of-death data, and the overall accuracy.

The above deficiencies can be addressed through a fully developed digital system addressing the challenges. Further, interventions to improve identification of the cause of death and minimizing the time lag for notification will improve the utility of the relevant information for decision making purposes.

Accordingly, WHO Sri Lanka is embarking on 2 major projects related to CRVS strengthening in Sri Lanka.

1. Project 1: “Transforming local administrative data collection systems for SDG acceleration”.

This is a **joint project with UNDP Sri Lanka**, focusing on digitalization of the country's CRVS system with funding under “Joint SDG Fund - Digital Transformation Window”. It is expected to assist the government in their existing efforts to enhance the legal identity ecosystem by digitalizing CRVS through a digital e-population registry, which is capable of issuing unique identification numbers at birth.

2. Project 2: Pilot study to test a mortality surveillance model in Sri Lanka

WHO has initiated the development of a Global Mortality Surveillance Framework which will provide the principles and practices for efficient mortality surveillance programs in all countries. As part of this initiative, Sri Lanka is planning to design and implement a mortality surveillance model in selected field sites that will ensure timely and reliable mortality data compilation, analysis and dissemination on periodic ‘near to real’ time (monthly) basis.

Against this backdrop, WHO seeks to recruit a Project Coordinator to support the effective implementation of the above projects. The incumbent will work closely with the Health Systems team at WHO country office for both projects.

Job Description:

Under the general supervision of the Public Health Administrator, the incumbent will work to:

- Coordinate day-to-day implementation of activities outlined in the project workplans to be implemented by WHO Sri Lanka. The incumbent will have to work in collaboration with the UNDP project team (project 1) and liaise closely with government counterparts such as Registrar-General's Department, Ministry of Health, and other relevant ministries/ departments, UN agencies, technical partners etc.
- Visit field sites/pilot sites of the projects as required to ensure smooth implementation of the projects.
- Draft ToRs for procurement/ recruitment of consultants required for the implementation of the projects.
- Contribute to designing detailed action plans for various activities within the projects and facilitate monitoring of the physical and financial progress of the projects.
- Collect, analyse, and organize project data and information from various sources, preparing accurate and comprehensive reports (including all donor reports and progress reports) and presentations.
- Oversee all the communication/ visibility activities related to the projects in line with the reporting guidelines.
- Coordinate the organization of events, including high-level launches, policy dialogues, etc.
- Development of briefing notes and talking points for Senior Management on the projects and related work.
- Any other duties assigned by the supervisor.

Required Qualifications:

Education:

Essential: First university degree (Bachelor's degree) in the area of project management/health/ social sciences/ development studies or a related area.

Desirable:

Advanced university degree (master's degree or equivalent) in the area of project management/health/ social sciences/ development studies or a related area.

Professional qualification in areas of leadership/ research/ communication

Experience:

Essential: At least one (1) year of relevant experience in project coordination and management

Desirable:

Experience in working with the Government Sector and or another UN/International Organizations.

Experience with multi-stakeholder coordination in the context of development cooperation

Experience in supporting business process re-engineering and/or digital projects

Language Skills:

Expert knowledge of English and expert knowledge of a local language (Sinhala or Tamil)

Skills:

- Advanced skills in the use of office software packages (MS Word, Excel, PowerPoint etc.) and database management.

Competencies:

- Teamwork
- Communication
- Respecting and promoting individual and cultural differences
- Producing Results.

Annual Salary & others Benefits:

Annual Salary

- NO A – Step 1

Others Benefits

WHO Offers locally competitive packages such as:

- Health Insurance - Accident and illness insurance through CIGNA Insurance
- Annual Leave – 2.5 days per month
- Sick leave (7 days per year)
- WHO Holidays

NOTE:

- 1) Qualified Candidates will be evaluated and interviewed.
- 2) Applicants should log into <https://careers.who.int/careersection/ex/jobsearch.ftl> and complete the General Profile No. 1700001 OR please forward your complete CV
- 3) Please send a hard copy of your profile/CV via email to: ragelk@who.int
- 4) We regret that due to large volume of applications normally received, applications cannot be acknowledged individually.
- 5) This vacancy is open to Sri Lankan Nationals (all genders). *Qualified female candidates are encouraged to apply*
- 6) This Vacancy Notice may be used to fill other similar positions at the same grade/level

"WHO is committed to workforce diversity". "Any attempt to unduly influence WHO's selection process will lead to automatic disqualification of the applicant."



WHO has a smoke-free environment and does not recruit smokers or other tobacco users


Dr Shalala Ahmadova
Public Health Administrator

17 January 2025



CW/kr.