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Recruitment for the post of Programme Assistant on a temporary basis for pre-intern medical graduates at the Child Morbidity and Mortality Unit, Family Health Bureau

Duties and responsibilities

The Pre-Intern Medical Officer will be responsible for:

- Data Management: Accurately input, update, and maintain large volumes of data in digital databases, analysis and report writing
- Coordination: Collaborating with area Medical Officers of Health (MOHs), hospital public health staff, and Maternal and Child Health (MO-MCH) teams to triangulate data from various sources, including the eRHIS and IMMR systems.
- Addressing Data Gaps: Identifying and rectifying inconsistencies or missing information in the reporting of under-five child deaths from hospitals and MOH areas across the country.
- Technical Assistance: Supporting the implementation and ongoing monitoring of the web-based National Child Morbidity and Mortality Surveillance System to ensure effective functionality and usage.

Desired qualifications and experience for the post

- Pre-intern medical graduate with M.B.B.S. qualification
- Hard-working and motivated individuals
- Ability to work with Microsoft Office applications (Word, Excel, etc.)
- Previous experience in scientific research, data collection, data entry and analysis will be preferred.
- Good command of English and Sinhala and/or Tamil languages.
- Excellent communication skills
- Ability to work independently and within a team

Duration

- For a period of six (6) months (June 2025 – December 2025)

Nature of Work

- **Employment Type:** Full-time.
- **Place of Work:** Child Morbidity and Mortality Unit, Family Health Bureau.
- **Working Hours:** Eight (8) hours per day (8:00 AM – 4:00 PM).

Monthly Remuneration: LKR 66,750.00

- Basic Salary: LKR 48,950.00
- Cost of Living Allowance: LKR 17,800.

Additional Notes

- The selection of pre-intern medical graduates will be conducted via interviews, with final decisions made by the Family Health Bureau, Ministry of Health.
- The pre-intern medical graduate is eligible only for the benefits specified by the Ministry of Health or the funding agency, with no additional privileges or claims.
- The Director (Maternal and Child Health) reserves the right to adjust or amend the scope of work as needed.
- This role provides an opportunity to contribute meaningfully to child health initiatives and work within a dynamic team dedicated to reducing child morbidity and mortality.

Candidates are requested to email an updated CV including copies of relevant documents, and contact details to cmmunit.fhb@gmail.com on or before 20.05.2025.