



**Epidemiology Unit
Ministry of Health**

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Call for Applications: Consultant for the National Immunization Summit 2025

The Epidemiology Unit of Ministry of Health is looking to recruit an external resource person to support the National Immunization Summit 2025, which will be held on 28th March 2025. We are seeking a highly skilled individual with strong analytical and documenting capabilities to document key discussions, insights, and outcomes of the summit.

Key Responsibilities:

1. Compilation, editing and finalizing the vaccine related concept notes for the summit.
2. Accurately document the discussions and synthesize the consensus statement during the summit sessions.
3. Prepare a comprehensive, well-structured final report reflecting the key outcomes and recommendations.
4. Ensure timely submission of draft and final reports as per the agreed timelines.
5. Preparation of a manuscript of the country experience in conducting the National Immunization Summit to be published in a peer-reviewed indexed journal.

Required Skills and Experience:

- Proven experience in technical event documentation and summarization, particularly in immunization conferences or summit settings.
- Experience in engaging in public health conference organizing activities, at international and local level.
- Familiarity with immunization programs, public health policies, and related global health issues.
- Excellent writing, documentation, and analytical skills (as working language - English)
- Ability to synthesize complex information into clear, concise summaries.
- Experience in working with diverse stakeholders, including health professionals, and international organizations.
- Experience in publishing research in peer-reviewed indexed journals

Timeline: a period of three months from 15 February, 2025 to 15 May, 2025 – **to be undertaken as a part time consultancy.**

The Terms of Reference (TOR) outlining the detailed activities, deliverables, and the qualifications is available at the Epidemiology Unit, and can be obtained on request.

Application Process:

Interested individuals are requested to submit the following documents:

1. An updated Curriculum Vitae highlighting relevant experience.
2. A proposal including a Gantt chart and a budget for undertaking the assignment.

**Please submit your application via epidunit@slt.net.lk, no later than 14th February, 2025.
For further inquiries, kindly contact Dr Sashimali Wickremasinghe @ 0714809433.**

Chief Epidemiologist