
TERMS OF REFERENCE – TECHNICAL ASSISTANT

Operation Technical Secretariat of the Accelerating Higher Education Expansion and Development (AHEAD) Operation, University of Kelaniya

1. BACKGROUND

The development of the higher education sector is of central importance to enable Sri Lanka to make the transition from a Lower-Middle Income Country (LMIC) to an Upper Middle-Income Country (UMIC). Recognizing this, the Government of Sri Lanka (GoSL) and the World Bank have agreed to support the higher education sector through a Bank Funded Accelerating Higher Education Expansion and Development (AHEAD) operation.

2. AHEAD OPERATION

The AHEAD operation is organized in two components. The first is a Program Component that supports the national Higher Education Development Program. The second is a systems strengthening, capacity building and technical assistance component that will assist GoSL to strengthen the higher education sector and achieve the objectives of the AHEAD program component while carrying out monitoring, evaluation, policy analyses, through program coordination and communication.

The Operations Monitoring and Support Team (OMST) of the Ministry of Higher Education, Technology & Innovation will coordinate and support all AHEAD activities among the Ministry, UGC, and the Universities.

There shall be Operation Technical Secretariat (OTS) established at each University which serves as the coordinating and facilitating unit for the successful implementation of AHEAD funded programs at University level.

2.1 AHEAD has three Results Areas:

Results Area 1: Increasing Enrollment in Priority Disciplines for Economic Development

Results Area 2: Improving the Quality of Higher Education

Results Area 3: Promoting Research, Development and Innovation

3. PROJECT / SERVICE

Post of Technical Assistant, to support the Operation Technical Secretariat of the AHEADS Operation, University of Kelaniya.

4. KEY TASKS

Subject to the direction and control of the Vice Chancellor of the University of Kelaniya, and Director of Operation Technical Secretariat, University of Kelaniya, the main duties and responsibilities of the Technical Assistant shall be to;

- ✓ Assist the OTS staff in overall implementation of work in all result areas of the AHEAD operation.
- ✓ Assist specifically Director / OTS and Senior Administrative Officer (SAO) in day to day activities of the OTS and other guided administrative tasks.
- ✓ Assist in the Procurement Operation subject to the direction and control of Director / OTS, Deputy Director of Procurement and SAO.
 - To prepare list of procurements of goods, services and work as per approved PAT, update procurement plan, coordinate with grant coordinators to obtain specifications & feedback and to start procurement process following the guidelines in place.
 - To maintain and keep proper records, filing, conduct procurement review and progress and communicate timely for follow up action.
 - To carry out any other procurement related duties to be assigned.

- ✓ Assist in Finance Operation subject to the direction and control of Director / OTS, Deputy Director of Finance and SAO.
 - To receive invoices, prepare vouchers for payment and expenses and maintain proper financial records.
 - To prepare and submit accurate, analytical and timely financial reports as instructed by OMST in strict compliance with all financial regulations, tax law and accounting standards.
 - To carry out any other finance and payment related duties to be assigned.
- ✓ Maintain good rapport with all the Grants Coordinators, Deputy Coordinators, Activity Coordinators and other personnel involved with AHEAD Operations.
- ✓ Maintain professional relationships and etiquette with University Communities and respect university rules, regulations and disciplinary code at all time.
- ✓ Any other duties to be assigned.

5. METHOD OF RECRUITMENT

The recruitment will be through open advertisement in the university website and by structured interview. It is a full time contractual appointment initially for 12 months from the date of signing the contract, which is renewable at expiry for another term based on work performance and satisfaction during the tenure of the contract completed.

6. REMUNERATION

The successful candidate will receive a monthly remuneration of **Rs 45,000.00 all inclusive**, subject to the deduction of EPF contribution of 8% on monthly remuneration. AHEAD Operation will contribute 12% for EPF and 3% for ETF on monthly remuneration on behalf of the employee, as per Labor Law of Sri Lanka.

7. REQUIRED EDUCATIONAL QUALIFICATIONS AND EXPERIENCE

- GCE – O/L passes in six (06) subjects minimum including 04 credit passes including English and Mathematics,
- Three (3) passes in G.C.E A/L Examination of any stream.
- Applicant with higher academic and professional qualification will be given priority and
with
- Minimum of 02 to 03 years work of experience in the field of Project Management / Finance / Procurement etc at Government or Private Institutions. Acceptance of work experience will be at the sole discretion of the interview panel.

8. REQUIRED PROFESSIONAL COMPETENCIES

- Ability to carry out the key tasks effectively, efficiently and to meet deadline.
- Ability to interact with senior academic and administrative staff of the university, in a professional manner.
- Ability to function effectively in a team environment inspiring trust and cooperation of other team members
- Strong communication, negotiation and good interpersonal relationship skills.
- Fluency of English - speaking, reading and writing and ability to produce project reports in English.
- Computer literate

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