TERMS OF REFERENCE FOR THE ENTC RIC PROJECT ASSISTANT

of the Accelerating Higher Education Expansion and Development Operation (AHEAD)

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. THE 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. This second will also cover monitoring and evaluation, policy analyses, program coordination and communication.

The implementing agency is the Ministry of City planning, Water Supply and Higher Education. The University Grants Commission (UGC) will coordinate the activities of the universities. There will be an Operations Monitoring and Support Team (OMST) which will coordinate and support all AHEAD activities between the Ministry of City planning, Water Supply and Higher Education, UGC, and the universities.

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 TYPE/TITLE OF RESEARCH

World Bank's AHEAD Project: Research, Innovation and Commercialization Grant (RIC)

Department of Electronic and Telecommunication Engineering (ENTC), the University of Moratuwa

Title: Development of an Intelligent Camera with Real-Time Video Analytics System

4. KEY TASKS

The key tasks of the project assistant would be to

1. Assist in the overall project management
2. Tracking the achievement of outcome indicators (Table 1a in PAT) final result indicators (Table 1b in PAT) and downstream benefits (Table 1c in PAT)
3. Maintaining grant accounts
4. Assist in procurement
5. Assist in reporting
6. Organizing industry engagements and signing MoUs
7. Organizing dissemination seminars
8. Assist in filing copyrights, and patents
9. Other non-technical activities in regard to the project

5. REMUNERATION

A monthly allowance of Rs. 20,000.00 (with EPF/ETF) will be paid subject to satisfactory performance. Payments will be made upon submission of the time sheet and attendance with the approval of Project Coordinator.

6. REQUIRED QUALIFICATIONS & EXPERIENCE

- A bachelor's degree involving business administration and finance
- Qualifications in accounting
- At least four years of experience in professional organizations
- Comprehension of technology as appropriate given the field of study
- Experience in liaising with the engineering industry
- Experience in playing leadership roles

- Experience in using English in a professional setting

- Proven communication skills

- Experience in media for publicizing the project findings

7. METHOD OF APPOINTMENT

- Publicizing this document on the university Ahead website

- Calling applications by email

- Desk evaluation of qualifications

- Telephone interviews

- Initially the appointment will be made for a period of 12 months and may be renewed based on performance during the period of the relevant DOR, RIC or ICE project.

Notes: Appointment letter will be given by the Director OTS with the recommendation of the project coordinator. The full-time permanent staff at the University are not eligible for full-time positions under AHEAD. Issue one-year appointments only. This can be extended depending on the performance of the applicant

8. REQUIRED PROFESSIONAL COMPETENCIES

- Ability to carry out the key tasks effectively and efficiently
- Ability to interact with senior academic and administrative staff in the university
- Ability to function effectively in a team environment inspiring trust and cooperation of other team members
- Ability to work efficiently, and to meet deadlines
- Strong communication, negotiating skills and good interpersonal relations
- Ability to speak, read and write fluent English, and assist in the production of project reports in English.
- Computer literate

7. REPORTING OBLIGATIONS

- Please specify
- Monthly updating of the PAT for the project assistant