
**TERMS OF REFERENCE FOR THE
OTS TECHNICAL 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 Higher Education and Highways (MHEH). 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 MHEH, 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

2. KEY TASKS

Subject to any specific directives given by the Vice Chancellor of the University, the Operation Director of the OMST and the OTS Director, the main duties and responsibilities of the OTS Secretarial Management Assistant will be to:

- ↗ Assist the OTS Director and Senior Administration Officer in overall implementation of Operation activities of result area 01& 03
- ↗ Assist the OTS Director and Senior Administration Officer for timely reporting of physical, procurement and financial progress to OMST through Director OTS
- ↗ Assist the OTS Director and Senior Administration Officer in the procurement activities in the following areas:
 - i) In carrying out procurement of goods, equipment, services, works and consultancy services in general, particularly preparation and updating of procurement plans, implementation of procurement process in terms of Government and World Bank guidelines, with the approval of the Deputy Director/Procurement under Result area 01& 03.
 - ii) Maintaining records, assisting the conduction of procurement reviews and furnishing reports as required under Result area 01& 03.
- ↗ Assist the OTS Director and Senior Administration Officer in the management of Financial activities, in the result area 01 & 03.
 - i) Management and utilization of Operation funds released to the OTS, with the approval of the Deputy Director/Finance.
 - ii) Maintaining proper financial records for all Operation expenses,
 - iii) Submission of accurate, analytical and timely financial reports as stipulated by the OMST in strict compliance with all financial regulations, tax laws and accounting standards, with the approval of the Deputy Director/Finance
- ↗ Maintain a good rapport with DOR/RIC/ICE/UBL cell and Result Area 01 Coordinators and Staff Assistants to assist with the release of funds and to assist in procurement activities
- ↗ Maintaining an efficient filing system for result area 01 & 03 activities.
- ↗ Any other duties assigned by the Director OTS/OMST.

3. METHOD OF RECRUITMENT

- This is a full-time position. Initially the Contract Appointment shall be for a period of 12 months and may be renewed based on performance during the Operation period.

4. REMUNERATION:

- A monthly payment of LKR 46,000 and applicable EPF and ETF will be paid.
- Payments will be made based on approval by the OTS Director.
- Payments will be made by the University upon submission of the monthly progress report and reimbursed by the OMST.

5. REQUIRED QUALIFICATIONS AND EXPERIENCE:

The required qualifications and experience are as follows:

- i) Having passed the G.C.E (O/L) examination in six (6) subjects with three (3) credit passes including English and Sinhala/ Tamil language.
and
- ii) Having passed the G.C.E. (A/L) examination with three (3) credit passes.
and
- iii) AAT Finalist or ICASL (Executive Level)
and
- iv) Minimum two (2) years experience in the Accounting field.

Work experience with World Bank funded higher education Operations would be an added qualification.

6. PROFESSIONAL COMPETENCIES REQUIRED

- ↗ High level of proficiency in written and spoken English.
- ↗ Proven ability to handle Operation activities related to Finance and Procurement activities in the University in accordance with the World Bank Guidelines and GoSL Procurement Guidelines and Financial Regulations.
- ↗ Ability to function effectively in a team environment inspiring trust and cooperation of other team members.
- ↗ High level of IT literacy, especially in the areas of Word, Excel, email and internet.
- ↗ Ability to communicate effectively orally in Sinhala or Tamil.
- ↗ Ability to Communicate in English with the World Bank, MHEH, UGC, OMST and others.