

## **TERMS OF REFERENCE FOR THE SCIENTIFIC Officer – UBLC**

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 University Business Linkage Cells (UBLC) through a Bank funded Accelerating Higher Education Expansion and Development (AHEAD) operation.

### **2. KEY TASKS**

The main duties and responsibilities of the Scientific Officer – UBLC will be to:

- Assist the Director and Manager of the UBLC in overall implementation of Operation activities.
- Assist the Director and Manager for timely reporting of physical, procurement and financial progress to OMST through Director OTS
- Assist OTS Director and Manager in the procurement activities, in the following areas:
  - 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
  - Maintaining records, assisting the conduction of procurement reviews and furnishing reports as required.
- Assist the Director and Manager in the management of Financial activities
- Maintain an efficient filing system, records, worksheets etc
- Any other duties assigned by the Director and Manager

### **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. One day medical leave and one day casual leave is entitled to. Poor attendance will lead to salary deduction of prorate basis.

### **4. REMUNERATION:**

- A monthly payment of LKR 45,000 + applicable EPF and ETF will be paid.
- Payments will be made based on the attendance and performance as approval by the OTS Director based on the recommendation of the Director UBLC. Prorate salary deduction will be implemented on poor attendance.
- Payments will be made by the University upon submission of the monthly progress report.

5. REQUIRED QUALIFICATIONS AND EXPERIENCE: The required qualifications and experience are as follows:

- Having passed the G.C.E (A/L) examination
- Work experience in similar capacity
- Working proficiency in English
- Computer literacy (MS office, web design)
- Communication skills