

TERMS OF REFERENCE (TOR) FOR PROJECT ASSISTANT - AHEAD OPERATION, ELTA ELSE GRANTS

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, Dean of the Faculty, Grant Coordinator, the main duties and responsibilities of the project Assistant/ELTA-ELSE Grant will be to:

- Assist the Dean of the Faculty, Grant Coordinator, OTS Director and Senior Administration Officer in overall implementation of Operation activities
- Assist the Dean of the Faculty, Grant Coordinator for timely reporting of physical, procurement and financial progress to OTS Director and Senior Administration Officer
- Assist the Dean of the Faculty, Grant Coordinator , 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.
- Maintaining records, assisting the conduction of procurement reviews and furnishing reports as required.
- Assist the OTS Director and Senior Administration Officer in the management of Financial activities, in the following areas:
 - (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 expenses in ELTA ELSE Grant
- Maintain a good rapport with the Senior Administration Officer, Secretary-OTS and ELTA-ELSE Coordinators to assist in procurement activities
- Maintaining an efficient filing system
- Any other duties assigned by the Dean of the Faculty, Grant Coordinator, Director OTS/Senior Administration Officer/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 50,000 and applicable EPF and ETF will be paid.
- Payments will be made by OTS Office, upon submission of the monthly progress report, based on approval by the OTS Director.

5. REQUIRED QUALIFICATIONS AND EXPERIENCE:

The required qualifications and experience are as follows:

- i) Pass in G.C.E (A/L) examination in one sitting or higher qualification.
- Or**

ii) A Chartered Secretary with at least 4 years' experience in the relevant field.

And

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.
- Basic knowledge in Accounting, Finance and Procurement Activities in accordance with the World Bank Guidelines.
- 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.
- Ability to function effectively in a team environment inspiring trust and cooperation of other team members.