

## **VACANCY for the Post of TECHNICAL ASSISTANT**

### **Operations Technical Secretariat (OTS), AHEAD Operation UNIVERSITY OF RUHUNA, MATARA, SRI LANKA**

The University of Ruhuna, will entertain applications from suitably qualified candidates for the above post to the Operations Technical Secretariat (OTS), Accelerating Higher Education Expansion and Development (AHEAD) operation, University of Ruhuna, Matara, Sri Lanka.

#### **REQUIRED QUALIFICATIONS AND EXPERIENCES**

The required qualifications and experience are as follows.

- Having passed the G.C.E. O/L examination in six (06) subjects with three (03) credits including English, Mathematics & Sinhala/Tamil language with a secretarial course from a recognized institution or pursuing examinations leading to Chartered Secretary with minimum 05 years' experience in accountancy & procurement OR
- Having passed the G.C.E. A/L examination in three (03) subjects with minimum 02 years' experience in accountancy & procurement.
- Age limit between 18-45 years of age.

Work experience with foreign funded projects preferably World Bank would be an added qualification and can be considered for the above limits.

#### **PROFESSIONAL COMPETENCIES REQUIRED**

- High level of Proficiency in written and spoken English
- Proven ability to handle Operation activities related to Finance and Procurement in the University in accordance with the World Bank guidelines.
- Ability to function effectively in a team environment inspiring trust and corporation other team members.
- Satisfactory level of IT literacy, especially in the areas of Word, Excel, Email & Internet.

#### **REMUNERATION**

- A monthly salary of maximum of 47,000/- + EPF and ETF will be paid based on qualification and performance.

#### **CONDITIONS OF SERVICE:**

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 and the need during the Operation period.

Selected candidates if presently serving in a government Departments/Corporations/Statutory Boards will have to obtain his/her release through their respective appointing authority. Government employees will not be entitled to maintain their pension rights whilst in the University service.

#### **HOW TO APPLY:**

Self-prepared application should be sent with updated CV, with certified copies of educational certificates, professional certificates, etc., under registered cover, indicating the post applied for on the top left hand corner of the envelope, to reach the **Director, Operations Technical Secretariat, AHEAD Operation, University of Ruhuna, Wellamadama, Matara** on or before **30<sup>th</sup> October 2019**. Applications received after the closing date and incomplete applications will be rejected without intimation. The University reserves the right to short list the candidates, if necessary.

Director /OTS,  
AHEAD Operation, University of Ruhuna, Matara.  
18<sup>th</sup> October 2019

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## **TERMS OF REFERENCE FOR THE TECHNICAL ASSISTANT**

### **OTS- UNIVERSITY OF RUHUNA**

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#### **Accelerating Higher Education Expansion and Development (AHEAD) Operation**

#### **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 (MCWH). 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 MCWH, 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. KEY TASKS OF THE ABOVE POST**

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 Technical Assistant will be to:

- Assist the OTS Director and Senior Administration Officer in overall implementation of Operation activities
- 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.
  - (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 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 operation expenses, 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 all activities.
- Any other duties assigned by the Director OTS/OMST.

#### **4. 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 and the need during the Operation period.

#### **5. REMUNERATION:**

- A monthly salary maximum of 47,000/- and applicable EPF and ETF will be paid based on qualification and performance.
- 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.

#### **6. REQUIRED QUALIFICATIONS AND EXPERIENCE:**

The required qualifications and experience are as follows:

- Having passed the G.C.E. O/L examination in six (06) subjects with three (03) credits including English, Mathematics & Sinhala/Tamil language with a secretarial course from a recognized institution or pursuing examinations leading to Chartered Secretary with minimum 05 years' experience in accountancy & procurement OR
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#### **7. PROFESSIONAL COMPETENCIES REQUIRED**

- High level of proficiency in written and spoken English.
- Proven ability to handle Operation activities related to Finance and Procurement in the University in accordance with the World Bank guidelines.
- 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.