

UNIVERSITY OF JAFFNA, SRI LANKA

OPERATIONAL TECHNICAL SECRETARIAT (OTS)

WORLD BANK FUNDED ACCELARATING HIGHER EDUCATION EXPANSION AND DEVELOPMENT (AHEAD) OPERATION

**TERMS OF REFERENCE (TOR) FOR THE OTS SECRETARY – AHEAD OPERATION UNIVERSITY OF JAFFNA**

1. **BACKGROUND**

The development of thehigher 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.

1. **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 Education. The University Grants Commission (UGC) Co-ordinates the activities of the Universities. There is an Operations Monitoring and Support Team (OMST) which Co-ordinates and supports all AHEAD activities between the MOE, 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

1. **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 Secretary 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:
    1. 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.
    2. 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:
    1. Management and utilization of Operation funds released to the OTS, with the approval of the Deputy Director/Finance.
    2. Maintaining proper financial records for all Operation expenses,
    3. 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 ELTA/ELSE/DOR/RIC/ICE/UBL cell coordinators and staff assistants to assist with the release of funds and to assist in procurement activities
  + Maintaining an efficient filing system
  + Maintaining and updating administrative files with necessary confidentiality where required
  + Any other duties assigned by the Director OTS/OMST.

1. **METHOD OF RECRUITMENT**

 Selection by Interview

1. **REMUNERATION AND OTHER CONDITIONS:**
   * + A monthly payment of LKR 55,000 and CLA of LKR 7,800.00 will be paid. In addition the University will contribute 12% of the Salary and CLA to the EPF and 3% to the ETF.
     + Payments will be made based on approval by the OTS Director.
     + Payments will be made by the OTS upon submission of the monthly progress report and funded by the OMST.
     + 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 need during the Operation period.

1. **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 with a secretarial course from a recognized institution or pursuing examinations leading to Chartered Secretary with minimum 5 years’ experience in the relevant field.

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.

1. **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.
     + 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, Ministry of Education, UGC, OMST and others.
2. **GENERAL CONDITIONS:**
   * + Should be a Citizen of Sri Lanka
     + Age should be above 18 and below 45 years on the date of closing of application.
3. **HOW TO APPLY:** 
   * + Applicants who are interested in the above post are requested to submit their application through the E-mail to [otsjobs@univ.jfn.ac.lk](mailto:otsjobs@univ.jfn.ac.lk) in the prescribed form available in the University of Jaffna website [www.jfn.ac.lk](http://www.jfn.ac.lk). Date for Interview will be notified to the eligible candidates through E-Mail.

Note: Applicants in the Service of Government, Corporations and Statutory Board can submit their application directly. When they present for the interview they should bring a hardcopy forwarded through the Head of Institution concerned.

**Registrar**