

**TERMS OF REFERENCE (TOR) FOR PROJECT ASSISTANT – AHEAD  
OPERATION  
UNIVERSITY OF JAFFNA**

**Accelerating the Higher Education Expansion and Development (AHEAD)  
Result Area Two: Improve the quality of Higher education  
Enriching Learning, Teaching, Assessment and English Language Skills  
Enhancement  
Department Level Development Project (ELTA-ELSE DPs)  
Department of Human Resource Management**

- **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.

- **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 (MCPWSHE). 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 MCPWSHE, UGC, and the universities. AHEAD has three Results Areas:

1. Results Area 1: Increasing Enrollment in Priority Disciplines for Economic Development
2. Results Area 2: Improving the Quality of Higher Education
3. Results Area 3: Promoting Research, Development and Innovation

- **KEY TASKS:**

Subject to any specific directives given by the Director/OTS, Project Director and Activity Coordinators in coordination with the OTS office the main duties and responsibilities of the Project Assistant will be to:

1. Assist the OTS Director, Project Coordinator, Activity Coordinators, Deputy Director/ Procurement, Deputy Director/ Finance and Senior Administrative Officer in overall implementation of Operation activities of ELTA- ELSE Development project Department of Chemistry/Department of Human Resource Management (HRM)
2. Assist the OTS Director, Project Coordinator, Activity Coordinators, Deputy Director/ Procurement, Deputy Director/ Finance and Senior Administrative Officer for timely preparing of physical , procurement and financial progress of ELTA-ELSE Development project Department of Chemistry/Department of HRM
3. Assist the OTS Director, Project Coordinator, Activity Coordinators, Deputy Director/ Procurement, and Senior Administrative Officer in the procurement activities in the following areas:
  - In carrying out procurement of goods, 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 in conducting procurement reviews and furnishing reports as required.
  - Preparation and updating of procurement plans
4. Assist the OTS Director, Project Coordinator, Activity Coordinators, Deputy Director/ Finance and Senior Administrative Officer in the management of Financial activities, in the following areas:
  - Management and utilization of Operation funds of the ELTA-ELSE Development project Department of Chemistry/ Department of HRM released to the OTS, with the approval of the Deputy Director/Finance.
  - Maintaining proper financial records for all operation expenses.
  - Maintain a good rapport with the OTS officials to assist in procurement and other activities.
  - Maintaining an efficient filing system
5. Any other duties assigned by the Director/OTS, Project Coordinator, Activity Coordinators, Deputy Director Procurement , Deputy Director Finance & Senior Administrative Officer.

- **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 need during the Operation period.
- ❖ Successful candidate should be able to start work immediately

- **REMUNERATION:**

A monthly payment of LKR 25,000 inclusive of CLA, EPF and ETF will be paid

Payments will be made by OTS Office, upon submission of the monthly progress report by the Project Coordinator based on approval by the OTS Director.

- **REQUIRED QUALIFICATIONS AND EXPERIENCE:**

The required qualifications and experience are as follows:

1. Should have passed the G.C. E. O/L Examination in 06 subjects one and the same sitting with three credit passes including in Sinhala/Tamil, English Language / English Literature and Mathematics. **and**
2. Should have passed the G.C. E. A/L Examination with three credit passes including in Accounting & Business Studies.
3. Work experience with World Bank funded project or similar projects would be an added qualification.

- **GENERAL CONDITIONS**

1. Should be a Citizen of Sri Lanka
2. Age should be below 35 years on the date of closing of application.

- **PROFESSIONAL COMPETENCIES REQUIRED:**

1. High level of proficiency in written and spoken English and Tamil/ Sinhala
2. Basic knowledge in Project management, Accounting, Finance and Procurement Activities in accordance with the Higher Education Operations and World Bank Guidelines.
3. High level of IT literacy, especially in the areas of Electronic mailing, Word and Excel for office environment, and Project management platforms.
4. Ability to communicate effectively in Sinhala/ Tamil and in English with officials and different stakeholders including local suppliers.
5. Ability to function effectively in a team environment inspiring trust and cooperation of other team members.
6. Ability to achieve the targets in time align plan.