
TERMS OF REFERENCE (TOR)
TECHNICAL ASSISTANT (PROCUREMENT)
OPERATIONS TECHNICAL SECRETARIAT (OTS)
UNIVERSITY OF KELANIYA (UOK)
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. The fund allocated for the AHEAD Operation is USD 100 Mn.

2. THE OPERATION

The AHEAD operation is organized into two components. The first is a Program Component that supports the national Higher Education Development Program. The second is a system strengthening, capacity building, and technical assistance component that will assist GoSL in strengthening the higher education sector and achieving 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 Grant 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 Ministry of Education, 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

Operations Technical Secretariat (OTS) coordinate, monitor, and facilitate the activities of the AHEAD Operation at the university level. The Technical Assistants support the Director OTS in the administration, finance, procurement, and project management of the program. The Technical Assistant (Procurement) assists the Deputy Director Procurement in the Procurement Operations of the OTS of the AHEAD Operation, University of Kelaniya.

3. KEY TASKS

Subject to any specific directives given by the Vice-Chancellor of the University of Kelaniya, the Program Director of the OMST, and the OTS Director, University of Kelaniya, the main duties and responsibilities of the Technical Assistant shall be:

- ✓ Assist the OTS staff in the overall implementation of work in all result areas of the AHEAD operation.
- ✓ Assist in the Procurement Operation subject to the direction and control of Director OTS, Deputy Director of Procurement, and Senior Administrative Officer (SAO).
 - To prepare a list of procurements of goods, services, and work as per approved Performance Achievement Templates (PATs), update procurement plan, coordinate with grant coordinators to obtain specifications & feedback and start procurement process following the guidelines in place.
 - To maintain and keep proper records, filing, conduct procurement review and progress and communicate timely for follow-up action.
 - To carry out any other procurement-related duties to be assigned.

- ✓ Maintain good rapport with all the Grant Coordinators, Deputy Coordinators, Activity Coordinators, and other personnel involved with AHEAD Operations.
- ✓ Maintain professional relationships and etiquette with University Communities and respect university rules, regulations, and disciplinary code always.
- ✓ Any other duties to be assigned by the Director OTS, Deputy Director (Procurement), and SAO.

4. METHOD OF RECRUITMENT

Call for sealed quotations through the websites of OMST of the AHEAD Operation, and the University of Kelaniya. Shortlisted applicants will be called for an interview.

5. DURATION OF THE ASSIGNMENT

The contract period of the Technical Assistant is 14 months.

6. PROCEDURE FOR REVIEWING OF TASKS

OTS Director reviews the tasks performed.

7. REQUIRED EDUCATIONAL QUALIFICATIONS AND EXPERIENCE

QUALIFICATIONS

- Three (3) passes in G.C.E A/L Examination of Maths or Commerce stream with minimum credit passes in English and Mathematics at GCE O/L examination.
- Applicants with higher academic and professional qualifications will be given priority

EXPERIENCE

- Minimum of 02 years of working experience in the field of Project Management / Finance / Procurement at Government or Private Institutions.

- Preference will be given to those who have exposure to foreign-funded projects.
- Age limit between 20-35 years of age.

8. REQUIRED PROFESSIONAL COMPETENCIES

- Ability to carry out the key tasks effectively, efficiently, and to meet deadlines.
- Ability to interact with senior academic and administrative staff of the university, in a professional manner.
- Ability to function effectively in a team environment inspiring trust and cooperation with other team members.
- Ability to engage in duties related to Procurement independently.
- Fluency in English - speaking, reading, and writing and ability to produce project reports in English.
- Excellent IT skills especially in the areas of MS Office package with Email & Internet.

9. REMUNERATION

Will be negotiated based on the offered price and the available budget.