
TERMS OF REFERENCE (TOR)
TECHNICAL ASSISTANT (FINANCE)
OPERATIONS TECHNICAL SECRETARIAT (OTS)
EASTERN UNIVERSITY, SRI LANKA(EUSL)
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 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) 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 Secretariats coordinate, monitor, and facilitate the activities of the AHEAD Operation at the university level. Technical Assistants support the Director OTS in administration, finance, procurement, and project management of the program. The Technical Assistant (Finance) assists the Deputy Director Finance in the financial management of the OTS.

3. 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 Technical Assistant will be:

- a) 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.
- b) Assist the Deputy Director Finance in the management of all financial activities including,
 - i) Maintenance of proper financial records for all Operation expenses and grants.
 - ii) Management and utilization of Operation funds released to the OTS, with the approval of the Deputy Director/Finance.
 - iii) Handling of Monthly Payroll, Payments & receipts.
- c) Maintaining an efficient filing system related to the financial functions & correspondence.
- d) Any other duties assigned by the Deputy Director Finance & Director OTS.

4. METHOD OF RECRUITMENT

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

5. DURATION OF THE ASSIGNMENT

- The contract period of the Technical Assistant is 12 months.

6. PROCEDURE FOR REVIEWING OF TASKS

- OTS Director reviews the tasks performed.

7. REQUIRED QUALIFICATIONS & EXPERIENCE

- i) Should possess a degree in the field of Accountancy/ Finance/ Commerce/ Business Administration/ Management from any higher education institution approved by the Ministry of Education. OR
Intermediate Level qualification or similar stages in ICASL Sri Lanka, CIMA UK, or equivalent qualification or membership of AAT Sri Lanka.

- ii) Age limit between 20-35 years of age.

Preference will be given to those who have,

- working experience in Accounting /Auditing/Procurement in a reputed company/ Government institution.
- Exposure to foreign-funded projects of the government.
- IT literacy.

8. REQUIRED PROFESSIONAL COMPETENCIES

- High level of proficiency in written and spoken English.
- Excellent IT skills especially in the areas of MS Word, MS Excel, Email & Internet, and Web Developing.
- Ability to engage in duties related to Finance independently.
- Ability to function effectively in a team environment inspiring trust and cooperation with other team members.

9. REMUNERATION

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