
**TERMS OF REFERENCE FOR THE OTS SENIOR ADMINISTRATIVE OFFICER
of the Accelerating Higher Education Expansion and Development Operation (AHEAD)**

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 Higher Education and Highways (MHEH). 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 MHEH, 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

2. KEY TASKS

The main duties and responsibilities of the Senior Administration Officer will be to:

- Assist the OTS Director on the overall implementation of AHEAD activities
- Be responsible for the timely administration of the OTS

- Be responsible for monitoring and timely reporting of results, and physical, procurement, environmental and financial progress of activities to the Director, OTS
- Overseeing the maintenance of records
- Liaise regularly and closely with the OMST to ensure smooth functioning of the activities of the Operation
- Liaise regularly and closely with the Project Coordinators in the university to ensure smooth functioning of the activities of the Operation
- Administer procurement activities:
 - a) 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.
 - b) Maintaining records, assisting the conduction of procurement reviews and furnishing reports as required.
- Administer financial management activities, in the following areas:
 - a) Management and utilization of Operation funds released to the OTS, with the approval of the Deputy Director/Finance.
 - b) Maintaining proper financial records for all Operation expenses,
 - c) 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.
- Carry out office management, personnel duties, office duties, and tasks and activities of work coordination and supervision for the OTS
- Act as a focal point to the OTS staff for all administration matters and provide the necessary support
- Liaison between the OTS Director and staff on administration matters, providing advice and support
- Assist the administration of progress reports and participate in the activities of the OTS for the bi-annual World Bank supervision and implementation support missions
- Carrying out any other duties that may reasonably or exceptionally be required to ensure the smooth operation of the OTS.

3. METHOD OF RECRUITMENT

- This is a full-time position. Initially the appointment for the OTS Administration Officer shall be for a period of 12 months. The position may be renewed based on performance, and need, during the period of the Operation.
- The OTS Administration Officer will be appointed by the Vice Chancellor with a no-objection from the World Bank through the OMST.

4. REMUNERATION:

A monthly payment of LKR 65,000 plus cost of living allowance and applicable EPF and ETF will be paid. Payments will be made based on approval by the OTS Director.

5. REQUIRED QUALIFICATIONS AND EXPERIENCE:

- i) A Bachelor's degree in the relevant field which is recognized by the UGC
- OR
- ii) Having obtained a certificate of proficiency not below the National Vocational Qualification Level 7, issued by a Technical/ Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field and at least 5 years' experience in the required area of specialization
 - iii) Having obtained a certificate of proficiency not below the National Vocational Qualification Level 6, issued by a Technical/ Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field and at least 10 years' experience in the required area of specialization
 - iv) Having obtained a certificate of proficiency not below the National Vocational Qualification Level 5, issued by a Technical/ Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field and at least 15 years' experience in the required area of specialization.

AND

at least 3 years work experience, as relevant for the amount of AHEAD funds in the university.

6. PROFESSIONAL COMPETENCIES REQUIRED

- Ability to assist staff in the OTS and university system

- Ability to work with and be a partner of a team of diverse disciplinary backgrounds;
- Ability to work efficiently, and to meet deadlines.
- Strong communication and good interpersonal relations.
- Ability to speak, read and write fluent English, and assist in the production of project reports in English.
- Computer literate.