



OTS, AHEAD OPERATIONS EASTERN UNIVERSITY, SRI LANKA
WALK IN INTERVIEW

POST OF SENIOR ADMINISTRATIVE OFFICER
(FULL TIME ON CONTRACT)

Eligible candidates are invited for a Walk in Interview for the Post of Senior Administrative Officer (full-time on contract) for OTS, AHEAD Operations, Eastern University, Sri Lanka.

Date: 25th May 2023 (Thursday)

Time: 9.00 am

Venue: CQA Board Room, Eastern University, Sri Lanka, Vantharumoolai.

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.

REMUNERATION:

A monthly payment of LKR 65,000 and applicable EPF and ETF will be paid.

METHOD OF RECRUITMENT

This is a full-time position. Initially the appointment shall be for a period of one month. The position may be renewed based on performance of the candidate and the extension of the AHEAD Project by the World Bank.

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.

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.

Director

OTS/AHEAD Project

Eastern University, Sri Lanka

22nd May 2023.