



**Operations Technical Secretariat (OTS), AHEAD Project
Wayamba University of Sri Lanka**

Calling applications for the post of Senior Administrative Officer [SAO] (Full-Time on contract)

1. KEY TASKS OF SAO

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.

2. REMUNERATION

A monthly payment of LKR 65,000.00 and applicable EPF and ETF will be paid.

3. 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

OR

(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

OR

(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.

4. NATURE OF APPOINTMENT

This is a full-time position. Initially the appointment shall be for a period of 12 months and may be renewed based on performance, and need, during the period of AHEAD Operation.

5. REQUIRED PROFESSIONAL COMPETENCIES

- 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.

6. SUBMISSION OF APPLICATIONS

Only Sri Lankan citizens are eligible to apply for the post.

Duly prepared applications should be sent under registered cover post to the **Registrar, Wayamba University of Sri Lanka, Lionel Jayathilake Mawatha, Kanadulla, Kuliyaipitiya 60200 on or before 28th May 2018.**

Your self-prepared application should include the following details; Name & age, Contact details, Educational qualifications, Professional qualifications, Nature of present employment (if any), Experience in working for World Bank funded projects or other projects, Experience in handling managerial position, skills, self-declaration about commitment to engage in tasks of the post.

You are advised to read this advertisement thoroughly as a preparation for furnishing your application for the post.

**Director/OTS
AHEAD Project
Wayamba University of Sri Lanka**

10th May 2018