

Terms of Reference for the Project Assistant

AHEAD Project on Enriching Learning, Teaching, Assessment English Language Skills Enhancement and Development Projects (ELTA-ELSE DPs- FDD)

Faculty of Music. University of the Visual and Performing Arts

1. BACKGROUND

When transitioning from a Lower-Middle Income Country (LMIC) to an Upper Middle-Income Country (UMIC), one key sector that needs to be developed in Sri Lanka is that of the education sector. As such, the World Bank has agreed to support the Government of Sri Lanka (GoSL) in order to further enhance the higher education sector in the country through a Bank funded Accelerating Higher Education Expansion and Development (AHEAD) operation.

2. THE OPERATION

There are 2 major components to the AHEAD operation. 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. 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 Higher 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

3. PROJECT TYPE/TITLE OF RESEARCH:

Enriching Learning, Teaching, Assessment English Language Skills Enhancement and Development Projects – Faculty of Music (ELTA-ELSE DPs- FOM)

4. KEY TASKS

- Implementation of the activities and procurements related to the Performance Achievement Template (PAT).

- Update the PAT by following its progress. This includes the tasks related to Table 2 and Table 1a.
- Assist the Project Coordinator, the two Activity Coordinators and the Project Team in relation to implementation of the project.
- Be responsible for maintaining regular communication between the OTS/OMST and all the project team members.
- Provide reports and updates of the PAT on time to the OTS/OMST, AHEAD, the Coordinator and the team members.
- Work on all procurement tasks related to the project.
- Properly maintain the relevant records, and documentation of financial matters related to the PAT.
- Properly maintain all correspondence, emailing and telephone communication among the project team and outside parties within the project framework.

5. REMUNERATION

A monthly allowance of forty thousand (40,000 LKR) (including EPF/ETF) Payments will be made upon submission of the time sheet and attendance with the approval of Project Coordinator.

6. REQUIRED QUALIFICATIONS & EXPERIENCE

- Should have passed in the GCE O/L examination at one sitting with credit passes in:
 - Sinhala Language
 - English Language
 - Mathematics
- &
- Should have passed all subjects in any stream at the GCE A/L examination

Preference will be given to a candidate with:

- High proficiency in computer application and ICT: Information and Communication Technology (Including the proficiency in MS Office (Word / Excel / PowerPoint))
- Excellent organizational skills and the ability to set and meet deadlines.
- Excellent analytical, writing and communication skills in the two languages: English and Sinhala.
- Prior experience as a management assistant, administrative assistant or in a similar position

7. METHOD OF APPOINTMENT

- By advertisement published in the University Website.
- Selection will be made by a structured interview (held physically or online basis based on the prevailing pandemic context) upon calling for the eligible applications.
- Initially the appointment will be made for a period of 12 months and may be renewed based on performance during the period of the relevant ELTA-ELSE-DPs project.

8. REQUIRED PROFESSIONAL COMPETENCIES

- Ability to carry out the key tasks effectively and efficiently
- Ability to interact with senior academic and administrative staff in the university
- Ability to function effectively in a team environment inspiring trust and cooperation of other team members
- Ability to work efficiently, and to meet deadlines
- Strong communication, negotiating skills and good interpersonal relations
- Ability to speak, read and write fluent English, and assist in the production of project reports in English.
- Computer literate

9. REPORTING OBLIGATIONS

- Full Time work at the Faculty of Music (Project Office)
- Monthly updating of the PAT
- All leave must be approved in advance by the Project Coordinator.

10. APPLICATION PROCEDURES

- Completed application forms with relevant documents (CV, Personal Statement, certificates, one referee name) in PDF format should be emailed to charu.i@vpa.ac.lk
- (please address to ELTA-ELSE-DPs-FOM, Project Coordinator , Faculty of Music, University of the Visual and Performing Arts.)
- The completed application pack should be sent to the respective email address on or before September 24, 2021.
- Applications received after the deadline and incomplete applications will not be entertained.
- The Dean of the Faculty of Music, the Project Coordinator, and the Activity coordinators reserve the right to shortlist the candidates.
- Only shortlisted candidates will be called for an interview (online) by sending an email notification and a telephone call.

Project Coordinator,

Faculty of Music,

University of the Visual and Performing Arts.