

The contract period of the TA (Procurement) is 14 months.

Purpose and Objective of the Assignment

To carry out all the procurement-related duties to be assigned.

To maintain and keep proper records, filing, conduct procurement reviews, and progress

To prepare lists of procurements of goods, services, and works as per approved Performance Achievement Templates (PATs), update procurement plans

Qualifications and experience

QUALIFICATIONS

Three (3) passes in G.C.E A/L Examination of Maths or Commerce stream with minimum credit passes in English and Mathematics at GCE O/L examination.

Applicants with higher academic and professional qualifications will be given priority

EXPERIENCE

Minimum of 02 years of working experience in the field of Project Management / Finance / Procurement at Government or Private Institutions.

Preference will be given to those who have exposure to foreign-funded projects.

Age limit between 20-35 years of age.

Required Professional Competencies

Ability to carry out the key tasks effectively, efficiently, and to meet deadlines.

Ability to interact with senior academic and administrative staff of the university, in a professional manner.

Ability to function effectively in a team environment inspiring trust and cooperation with other team members.

Ability to engage in duties related to Procurement independently.

Fluency in English – speaking, reading, and writing and ability to produce project reports in English.

Excellent IT skills especially in the areas of MS Office package with Email & Internet.

Selection Criteria

Educational qualifications – above the minimum requirement.

Experience above the minimum requirement – No. of years.

Exposure to foreign-funded projects of the government – No. of years.

IT literacy – Diploma or certificate issued by a recognized institution.

Performance at the interview.

Conflict of Interest

Prospective service providers shall refer and adhere to Section 1.6 of the Guidelines on Procurement of Goods, Works, and Non-Consultant Services issued in 2011 and revised in July 2014.

Invitation to submit Quotations

The Director, Operational Technical Secretariat (OTS) of the University of Kelaniya invites qualified eligible applicants to submit quotations for providing the service.

Prospective service providers may obtain further information from Deputy Director

Procurement, OTS of the UOK by emailing: shashikan@kln.ac.lk or mobile:

0777445406.

Method of Selection

The Technical Assistant (Procurement) will be selected in accordance with the procedure set out in the Guidelines on Procurement of Goods, Works, and Non-Consultant Services referred to in section 05 above.

Method: Shopping – RFQ – Single Stage One envelope

Submission Details

The prospective service provider shall submit **sealed quotations which include educational and/ or professional qualifications and experience in a detailed CV and the expected remuneration with the copies of relevant certificates** to the Director, Operational Technical Secretariat, AHEAD Operations, University of Kelaniya, Dalugama, Kelaniya or email to: ots@kln.ac.lk **on or before May 02, 2022.**

TOR – TA

Director

Operational Technical Secretariat

AHEAD Operations

02nd Floor of F-15 Building

University of Kelaniya Dalugama, Kelaniya.

18.04.2022