
TERMS OF REFERENCE FOR THE UBL CELL MANAGER

1. BACKGROUND

The central importance of the higher education sector is 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

Accelerating Higher Education Expansion and Development (AHEAD) operation is organized into two components. The first is a Program Component that supports the national Higher Education Development Program. The second is a system 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. The 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

3. KEY TASKS

The UBL Cell Manager has three primary responsibilities:

1. Research Commercialization
2. Intellectual Property Portfolio management
3. General administration tasks of the office

The General Responsibilities of UBL Manager include:

- Manage day to day operations of UBL Cell
- Prepare progress reports to the Board of Management and any other reports/ documents as and when required
- Maintain inventory and manager finances, maintain records
- Improve industry relevance of RUSL graduates by creating positive experience through industry interaction
- Transfer the knowledge created within the University to the industry for national

development

- Identify industry related problems that can be used to formulate projects with real industry value
- Establish links with the industry to secure attractive employment and Internship opportunities for students
- Identify commercializable research projects conducted by RUSL staff and students and support their commercialization and/or licensing activities
- Provide support in filling patent applications to protect IP rights for Research conducted by RUSL staff and students
- Organize industry visits for staff and students of RUSL
- Organize presentation on timely topics (Technology Transfer, IP Protection and Research commercialization)
- Liaise with other Universities, professional institutions and associations
- Organize training workshops on – IP rights, Business startups
- Initiate and execute fund raising activities to ensure sustainability of UBL RUSL
- Any other task organized by the Director UBL

4. REMUNERATION

A payment of Rs. 80,500.00 per month (including EPF and ETF) shall be paid, subject to satisfactory performance, from the UBL Cell budget. This payment includes all statutory and other allowances. Payment will be made based on the submission of a monthly time sheet and approval by the UBL Cell Director.

5. REQUIRED QUALIFICATIONS & EXPERIENCE

- A Bachelor's degree from a University recognized by the UGC, preferably in management, marketing or Science
- Strong communication, negotiating skills and good interpersonal relations
- High level of proficiency in written and spoken English
- Strong IT fluency
- Creative talents and the ability to solve tough problems
- In-depth knowledge of the industry and its current events
- The ability to handle pressure and meet deadlines
- Ability to coordinate and facilitate implementation of a number of commercialization endeavors with complex and diverse activities
- Previous experiences in similar assignments is preferable

6. METHOD OF APPOINTMENT

The UBL Cell Manager is appointed on a full-time basis.

Initially, the appointment will be made for a period of 04 months and may be renewed based on performance.