

## Terms Of Reference – Consultant of Administration

- The Consultant is expected to assist and provide guidance to the Director, Assistant Registrar and Assistant Bursar of the College on ,
  1. Administrative procedures
  2. Procurements
  3. Inventory control and assets
  4. Construction and maintenance
  5. Statutory requirements of Government, Establishment guidelines, PED Circulars and financial regulations.
  6. Assist in development of Corporate Plan and Action Plan
- The period of assignment is six months.
- All inclusive assignment fee is Rs.450,000. This may be paid on pro rata basis Rs.75,000/=month.
- Consultant need to submit a monthly progress report to the Director General of the University, through the Director of the College, (on or before 5<sup>th</sup> of following month) and the payment of respective month would be done on 10<sup>th</sup> of the subsequent month, upon the confirmation of the Director General of the University of Vocational Technology
- Any cost of travelling, communication, documentation will not reimbursed by the University or University College
- This assignment may be terminated by either party with a prior notice of one month.

### **Important**

1. Curriculum Vitae of the Applicant should be attached with the Application
2. The Potential applicant has to attend the respective College for a minimum of 16 days per month during office hours.