

Terms of Reference for the Appointment of Project Assistant for Kandiah Karthigaesan Tamil Library Trust Fund

BACKGROUND

Late Kandiah Karthigasen (No.9, Hillside Terrace, Singapore) by his last will mentioned the following proportions of his residue to be paid upon Trust to the University of Jaffna, Sri Lanka:

- Two-thirds ($\frac{2}{3}$) of such residue of his estate to the library of the Tamil Department of the University of Jaffna.
- One-third ($\frac{1}{3}$) of such residue of his estate *is* to be utilized to educate Tamil students in Sri Lanka in the study of Tamil music.

In this connection in 2005, the University of Jaffna has appointed a Board of Trustees (by a resolution of the University Council) to manage the funds for the fulfillment of the deceased Testator's wishes and this board had a sequence of meetings. In 2020, the following proposals have been submitted for the approval of the Board of Trustees of Kandiah Karthigasean Tamil Library Trust Fund.

- 1) Establishment of Library of Tamilology
- 2) Preservation and Digitization of Sri Lankan Tamilology collection

Subsequently, necessary approval has been obtained for the above projects from the Library Committee (08.01.2021), Board of Trustees of Kandiah Karthigasean Trust Fund (25.01.2021), University Senate (23.03.2021), and University Council (09.06.2021).

DESCRIPTION OF THE PROJECT

Project Title: *Preservation and Digitization of Sri Lankan Tamilology collection*

This project aims to preserve and digitize the information resources related to Sri Lankan Tamilology and document lifestyles and traditions of Sri Lankan Tamils, in view of providing accessibility to the general public through the proposed Library for Tamilology to be established at the University of Jaffna under the Kandiah Karthigaesan Trust Fund.

This TOR is referred to the position of Project Assistant with a primary focus on assisting the project in materials selection, conservation, digitization, and preservation activities related to the development of the Sri Lankan Tamilology collection.

KEY TASKS

Subject to any specific directives given by the Project Coordinator and Activity In – Charges, the main duties/responsibilities of the candidate as a Project Assistant:

- 1) Assist the Project team to achieve the assigned KPIs (Key Performance Indicators) within the timeline.
- 2) Assist in the selection, assessment, and prioritization of materials for digitization and preservation based on the prescribed selection criteria.
- 3) Assist in the appropriate reporting of physical, procurement, and financial progress according to the timeline.
- 4) Assist the Project Coordinator in the procurement activities of the Project.
- 5) Assist the Project Coordinator and the Activity In–Charges in the management of project activities.
- 6) Liaise regularly and closely with the Project Coordinator and the Activity In–Charges and relevant departments to ensure smooth implementation of the project.
- 7) Maintaining proper financial records for all project expenses.
- 8) Submission of accurate analytical & timely financial reports & other reports as stipulated by the university administration.
- 9) Able to operate equipment used in digitization and preservation-related activities.
- 10) Assist with a variety of collection management tasks to preserve and provide access to digitized materials.
- 11) Engage in preservation and conservation treatment of endangered original materials.
- 12) Any other relevant duties assigned by the Project Coordinator or Activity In–Charges.

Method of Recruitment

By an open advertisement in the newspaper. Selection by Written and/or Practical test and an interview among the shortlisted candidates. Successful candidates should be able to start the work immediately.

Remuneration and other conditions

Gross salary of LKR 30,000.00 per month. In addition, EPF 12% and ETF 3% will be paid. Payments will be made, upon submission of the monthly progress report by the Project Assistant with the recommendation of the Project Coordinator.

Contract Period: This is a full-time position. Initially, the contract appointment shall be for a period of 12 months. The position may be renewed for additional 12 months based on performance and need during the period of the operation.

Conditions of Service: Selected candidates, if presently serving in a Government Department/ Corporations/ Statutory Boards, will have to obtain his/her release through their respective appointing authority.

Required Qualifications and Experience

1. should have passed the G.C.E (O/L) examination in six subjects (not more than two sittings) with two credit passes including Tamil language and mathematics and Ordinary pass in English language.

AND

2. should have passed the G.C. E. A/L examination with three passes.

AND

3. should have obtained a certificate of proficiency not below the NVQ level 5 issued by a Technical/Vocational Training Institute accepted by the Tertiary and Vocational Education Commission or recognized Institution in the field of Information Communication and Multimedia Technology/ Information and Communication Technology/ Information Technology/ Database Management System/ Graphic design

*Preference will be given to those who have work experience in ICT/ Database Management System

Age Limit: Not more than 35 years on the closing date of application.

Professional competencies required

- a) High level of proficiency in written and spoken English
- b) High level of IT literacy, especially in the areas of cloud-based file management in Google Drive, Google Sheets, Google Docs, Word, Excel, Access, Email, and the internet.
- c) Ability to communicate effectively with officials and different stakeholders.
- d) Basic knowledge in documentation.

- e) Ability to work independently in a project team and perform effectively in a team environment inspiring trust and cooperation of other team members.
- f) Ability to achieve the targets on time.

HOW TO APPLY:

Candidates who are interested should submit their applications in the prescribed format available on the University website – www.jfn.ac.lk to the Librarian (Project Coordinator), Library, University of Jaffna, Ramanathan Road, Thirunelvely, Jaffna by registered post with certified photocopies of the relevant certificates on or before **15th June 2022**. For further details of Terms of Reference please visit the website (www.jfn.ac.lk)

Incomplete and illegible applications and applications received after the closing date will be rejected without intimation. Only shortlisted applicants will be called for the written and/or practical test and interview.

Written and/or Practical test and Interview: The date and time for the written and/or practical test and interview will be notified to the eligible candidates.