

Government of Punjab
School Education Department
Punjab Education Sector Reform Programme
Programme Monitoring and Implementation Unit

Project Staff Required/Vacancy Announcement

Contact No. PMS/IC/2017

The Government of the Punjab is launching a School Meals Pilot Project in Union Councils Layyah Thal Jandi and Ladhana of district and tehsil Layyah and Union Councils Taliri and Bhutta Pur of district and tehsil Muzaffargarh. Each students from Kachi to Grade 12 will be provided 100 g High Energy Biscuits (HEBs) and 200 ml UHT Milk per day. The project will start in October 2017 and end in June 2018.

School Meals Programme Unit (SMPU) and District School Meals Programme Units (DSMPUs) will be established for the management and implementation of School Meals Pilot at provincial and district level respectively. The overall supervision and leadership of the programme will remain with the Secretary, School Education Department.

School Meals Programme Unit (SMPU) at PMIU, Lahore

A School Meals Programme Unit (SMPU) shall be established at provincial level within PMIU and it will be responsible for the overall supervision, management and oversight of the School Meals Pilot. For implementation of the project, the staff as per detail given below is required:

FOR SMPU at PMIU, Lahore

S. No.	Name of Post	No. of Posts	Qualification	Experience	Salary Package
1	Programme Coordinator	1	Master degree from HEC recognized University degree in Economics, Nutrition/Health, Agriculture, Environmental Science, Social Sciences or other relevant field	02 to 03 years relevant post qualification experience in Public Sector	Market based pay package commensurate with qualification and experience
2	Monitoring & Evaluation Officer	1	Master degree from HEC recognized University degree in Economics, Social Sciences, Management or	01 year relevant post qualification experience in Public Sector	Market based pay package commensurate with qualification and experience

			other relevant field. Knowledge and understanding of project monitoring and evaluation.		
3	Programme Officer Social Mobilization	1	Master degree from HEC recognized University degree in Economics, Nutrition/Health, Agriculture, Environmental Science, Social Sciences or other relevant field.	01 year relevant post qualification experience in Public Sector	Market based pay package commensurate with qualification and experience
4	Procurement, Food Safety & Quality Officer	1	Master degree from HEC recognized University degree in Economics, Nutrition/Health, Agriculture, Environmental Science, Social Sciences or other relevant field.	01 year relevant post qualification experience in Public Sector	Market based pay package commensurate with qualification and experience

District School Meals Units (DSMUs) in Muzaffargarh and Layyah

District School Meals Units (DSMUs) will be established at district level, utilizing available district education structures/department, with the additional support of technical and project staff. District Monitoring Officer (DMO) will be the overall in-charge of the programme at the district level. The role of DSMUs will be to implement programme, ensure coordination, quality assurance, monitoring and evaluation of the programme at district level. For implementation of the project, the staff as per detail given below is required:

FOR DSMU in Muzaffargarh and Layyah

S. No.	Name of Post	No. of Posts	Qualification	Experience	Salary Package
1	Logistics Assistant	Muzaffargarh – 1 Layyah - 1	Bachelor in Supply Chain Management, Business Administration, Economics, Logistic or Accounting or other relevant field.	01 year relevant post qualification experience in Public Sector	Market based pay package commensurate with qualification and experience

2	Database Assistant	Muzaffargah – 1 Layyah - 1	Bachelor in Business Administration, Economics, Social Sciences or other relevant field.	01 year relevant post qualification experience in Public Sector	Market based pay package commensurate with qualification and experience
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Detailed Job description/TORs for the above positions can be downloaded from the PMIUs' Website: www.pesrp.edu.pk. Above positions are merit based and located at Lahore.

Interested candidates should apply with their complete CV showing qualification, experience in the relevant field, and copy of CNIC by 3.00 PM on September 29, 2017. Only shortlisted candidates will be called for interview.

Programme Monitoring and Implementation Unit
Punjab Education Sector Reform Programme
8-A, Ali Block, New Garden Town
Lahore
Tel: 042-99232190

TORs/Job Description of positions at SMPU at PMIU, Lahore

POSITION: PROGRAMME COORDINATOR

Objective:

To provide policy and programme support to the School Education Department to roll out the School Meals Pilot.

Scope:

1. Responsible for overall management of the Pilot which includes implementation, management and monitoring of School Meals Pilot in respective districts of the Punjab;
2. Guide and supervise the relevant provincial and district staff in procurement, supply chain management, logistic, monitoring and reporting;
3. Provide support to the relevant staff in designing of the comprehensive social mobilization campaign for active engagement of the key stakeholders at grassroots level as key component of the School Meals Pilot;
4. Ensure the timely support to the respective producers/ suppliers to ensure the items are being supplied as per agreed safety SoPs;
5. Follow data gathering and monitoring systems ensuring that rigorous monitoring and quality standards are maintained for School Meals Pilot and integration of required monitoring indicators into existing M&E system of School Education Department;
6. Contribute to the preparation of accurate and timely reporting on the pilot to enable informed decision making and consistency of information presented to stakeholders;
7. Ensure the implementation of all programme activities in line with mutually agreed SOPs;
8. Liaise and collaborate with internal and external counterparts to ensure effective designing implementation, collaboration, linkages development for projects.
9. Finalize the district level implementation for school meal pilot for respective districts;
10. Support the capacity building of respective staff of the School Education Department, partners in School Meals Pilot Implementation;
11. Provide guidance to support staff, acting as a point of referral and assisting them with analysis and queries.
12. Other as required.

Qualifications

Master Degree in Economics, Nutrition/Health, Agriculture, Environmental Science, Social Sciences or other relevant field. Minimum 02 to 03 years of relevant post qualification experience.

- Has gained experience in implementing technical programs (i.e. Education).
- Has implemented programmes and provided input into designing operations.
- Has provided input into policy discussions and decisions.

POSITION: MONITORING & EVALUATION OFFICER

Objective:

The Monitoring and Evaluation Officer (M&E Officer) will be providing support in monitoring and evaluating the School Meals Pilot in two districts as mentioned above. The incumbent will be responsible for overall M&E and learning needs of the project and will come up with findings based on real data to show performance of the projects. The incumbent will also help in strengthening its M&E functions based on his experiences from the project.

Scope:

1. Supervise regular data collection through implementing partners and ensure quality of the data by random verifications and validations;
2. Record, manage and preserve monitoring and evaluation data in a safe and accessible way;
3. Analyse and discuss findings based on regular monitoring data;
4. Provide technical support on M&E and evidence-based recommendations to Programme Coordinator and relevant partners;
5. Support partners in conducting baseline surveys;
6. Develop project monitoring plan (PMP) in line with project requirements with programme team and partners;
7. Ensure quality of data collected by partners;
8. Provide feedback to partners and programme teams on projects' performance based on monitoring data findings;
9. Assist Programme Coordinator in designing, coordinating and conducting project evaluations (mid-term and end-line);
10. Assist Programme Coordinator in designing and conducting Post Implementation Monitoring Survey (PIMS);
11. Share learning from M&E process with the wider team.

Qualifications:

Master Degree in Economics, Social Sciences, Management or other relevant field. Knowledge and understanding of project monitoring and evaluation. Understanding of the current M&E trends and especially M&E systems in development organisations. 01 year relevant post qualification experience.

POSITION: PROGRAMME POLICY OFFICER – SOCIAL MOBILIZATION

Objective:

Programme Policy Officer – Social Mobilization will be typically involved in designing and implementation of the comprehensive social mobilization strategy and field implementation plan as key component of School Meals Pilot.

Scope:

1. Contribute towards the development of context specific social mobilization strategy and implementation plan which mainly focus on sensitization, involvement and meaningful engagement of key stakeholders (Govt., Students, Teachers, Communities, local bodies, NGOs and for School Meals Programme);
2. Design the Behavior Change Communication included the Nutrition Sensitive Messages for different stakeholders;
3. Design and Organize workshops to raise awareness about the specific roles and functions of community based groups in project implementation, and support their roles and involvement towards sustaining project impacts;
4. Provide support to the relevant staff in designing of the comprehensive social mobilization campaign for active engagement of the key stakeholders at grassroots level as key component of the School Meals Programme;
5. Be part of the team to develop strong working relationships with key stakeholders in government, international partners, donors and NGOs, and ensure maximum coordination of resources and effort;
6. Mobilize local partners (teachers, school/institution, Parent Teacher' Associations, School Councils and local leaders to acquire their support for School Meals Programme);
7. Facilitate development of community-specific action plans and provide technical guidance throughout their implementation;
8. Contribute to the preparation of accurate and timely reporting on programmes and activities that enable informed decision making and consistency of information presented to stakeholders;
9. Liaise and collaborate with internal and external counterparts to ensure effective designing implementation, collaboration, linkages development for projects;
10. Capacity enhancement of the relevant provincial and district staff in social mobilization;
11. Proper documentation and reporting of activities carry out under Social Mobilization & Communication material;
12. Conduct the advocacy and policy dialogues, arrange and design the media campaign;
13. Other as required.

Qualifications:

Master Degree in Economics, Nutrition/Health, Agriculture, Environmental Science, Social Sciences or other relevant field and 01 year relevant post qualification experience in Public Sector.

POSITION: PROCUREMENT, FOOD SAFETY & QUALITY OFFICER

Objective:

Procurement, Food Safety & Quality Officer to assist the School Education Department for its School Meals Programme- Pilot; to prepare the procurement plan, selection of the appropriate product for procurement, ensure the procurement of food and non-food Items and food safety,

quality assurance and control mechanism and services at provincial and district level and maximizing the efficiency of the procurement operations and activities.

Scope:

1. Prepare the vendor rosters for procurement of the food/non-food items and services meeting the SoPs in accordance to Government Procurement Procedures.
2. Support procurement programs and operational activities, (e.g. issue tenders, evaluate offers and negotiate/award contracts), following standard processes and contributing to successful procurement of food and non-food commodities or services.
3. Contribute to analysis of data to provide recommendations for process improvement.
4. Collate data and contribute to preparation of accurate and timely reports of procurement activities, to contribute to relevant department that enables informed decision making and consistency of information presented to stakeholders, leading to performance optimization.
5. Support auditing of procurement activities by collating the necessary information to ensure conformity with compliance rules.
6. Work in close collaboration with internal counterparts to align procurement activities with wider programmes and ensure a coherent approach to meeting food assistance needs.
7. Support training of respective Government staff to take a strategic and proactive approach to the procurement of food and non-food commodities and services, for example designing and reviewing training materials.
8. Assist and ensure that agreed food safety, QA/QC mechanism are in process.
9. Guide and supervise a limited number of district and provincial staff, acting as a point of referral and supporting them with simple analysis and queries.
10. Other as required.

Qualifications:

Master Degree in Economics, Nutrition/Health, Agriculture, Environmental Science, Social Sciences or other relevant field and 01 year relevant post qualification experience.

TORs/Job Description of positions at DSMU at PMIU, Lahore

POSITION: LOGISTICS ASSISTANT

Objective:

Logistics Assistant will assist the School Education Department for its School Meals Pilot to prepare the supply chain plan, establishment of the uninterrupted supply chain from district warehouses to school by maximize efficiency of the logistics operations and activities.

Scope:

1. Contribute to context analyses and management of end-to-end operational supply chain and retail networks, in order to support addressing operational supply chain challenges and obtaining operational optimization;
2. Contribute to the implementation of supply chain operations, initiatives and services to ensure a timely, cost-effective and integrated approach with core activities and services;
3. Conduct portions of financial analysis and budget reviews, drawing out recommendations to the supervisor for maximizing use of resources and effectiveness of supply chain operations;
4. Conduct portions of market analysis and supply chain network mapping for the review of the supervisor, to support wider analytics on the selection of an appropriate operation modalities to improve supply chain performance;
5. Support monitoring supply chain activities to check that appropriate internal controls are followed to increase the day-to-day efficiencies and overall performance of supply chain operations;
6. Liaise with food suppliers and food transportation firm to ensure in-time delivery to warehouses and schools;
7. Supervise and support delivery of food commodities to schools, school-level storage of food commodities and warehouse operations to promote safe, efficient planning and execution of operations;
8. Guide and train the district support staff, acting as a point of referral and supporting them with analysis and queries;
9. Assist and ensure that agreed food safety, QA/QC mechanism are in process and food in warehouses and schools meets these standards;
10. Ensure quality assurance of food commodities at the time of food delivery to districts;
11. Contribute towards the development of logistics plans and processes ensuring compliance in accordance to set procedures and policies for primary and secondary transportation
12. Ensure the proper handling and storage of commodities in warehouse;
13. Maintain appropriate filing of the commodity related documents and essential records both in hard and soft forms.

Qualifications:

Bachelor in Supply Chain Management, Business Administration, Economics, Logistic or Accounting or other relevant field. 01 year relevant post qualification experience in Public Sector.

POSITION: DATABASE ASSISTANT

Objective:

Database Assistant will work closely with the School Education Department Punjab for School Meals Pilot, directly under supervision of the District Education Authority and Project Coordinator of School Meals Pilot.

At this level work is carried out under minimum supervision. Job holder is expected to manage database and address any queries as and when required.

Scope:

1. Importing and checking large datasets
2. Inputting ad hoc data from Excel spreadsheets and other sources
3. Maintaining monitoring data of the School Meals Pilot
4. Keep up-to-date data and share with relevant authorities as required
5. Running validation checks on data to ensure that it is reliable
6. Running semi-automated data handling processes
7. Ensuring integrity of data is maintained
8. Carrying out data cleansing and de-duping
9. Assistance with training of internal users of the database
10. Providing help-desk support for internal users of the database
11. Providing reports and queries as required

Qualifications:

Bachelor in Business Administration, Economics, Social Sciences or other relevant field. 01 year relevant post qualification experience in Public Sector.

Advanced skills in Excel and SQL are highly desirable.
