

HIRING OF A MANAGER (PROCUREMENT AND CONTRACTS)

The School Education Department is implementing a project titled, “Actions to Strengthen Performance for Inclusive and Responsive Education (ASPIRE)” for a period of five years i.e., July 2020 to June 2025 through the Programme Director, Programme Management and Implementation Unit (PMIU). ASPIRE is a **World Bank funded project** under the umbrella of the Ministry of Federal Education & Professional Training. Under ASPIRE project, the Government of the Punjab is seeking an experienced resource as **Manager (Procurement and Contracts)** to implement the project activities and to get the maximum benefits of project.

SCOPE

The Manager (Procurement and Contracts) is responsible for managing the procurement process for goods, services and works. It will include the sourcing of suppliers, preparation of tender documentation, liaison, and coordination with suppliers to clarify specifications and requirements as per prescribed criteria, coordination, and evaluation of bids, obtaining appropriate approvals, direct negotiations, agreement of contracts and management and closure of contracts etc. Manager Procurement & Contracts will report to Manager I&C.

To ensure that all procurement activities are in line with PPRA Rules and guidelines provided by the Donor Agency (if applicable). He/She is responsible to manage risks and achieve best Value for Money, as well as complying with Government of Pakistan commerce and trade rules (those which apply to import duties, taxation, and other tariffs).

For all the activities mentioned above and other related activities, the following is a brief description of services of Manager (Procurement & Contracts),

JOB DESCRIPTION/SCOPE OF WORK:

- Work on the development, monitoring, and implementation of procurement plan ensuring timely completion of all procurement activities.
- Carry the overall responsibility for all the Procurement functions related to Consulting, Non-Consulting Services / Goods / Works Procurement.
- Develop appropriate standard procedures, expression of interest (EOI) notices, request for proposals (RFP), evaluation sheet / reports, bidding / RFQ documents, negotiations etc. in the procurement process.
- Ensure that the procurement officials maintain all purchasing records for control and reference purpose.
- Devise and execute a mechanism for internal bid evaluation reports for award of contracts.
- Maximize efficiency of procurement cycle by implementing necessary controls for procurements ensuring transparency, cost-effectiveness, and soundness of all procurements carried out under the program.
- Manage the complete procurement cycle, including advertising process for procurement, procurement correspondence, proposals receipt and proposals opening in strict accordance with rule and regulations of funding agency's regulations and agreed procurement procedures.

- Comply with the monitoring system for procurement and ensure the completion of the procurement process according to the procurement plan besides the contract management adhering to the contract agreements.
- Respond adequately and timely to audit queries.
- Oversee the verification of invoices received against goods receipts and contracted prices prior to approving the processing of such invoices for payment.
- Administer contract performance, including delivery, verification, receipt, warranty, damages and insurance.
- Review, revise, and clear purchase orders and contracts prior to forwarding them for approval to appropriate official forum.
- Provide support to PMIU in matters of audit, litigation and dispute resolution related with all kinds of procurement.
- Familiarity with government structures, operations, and procedures.
- Strong and demonstrated capacity for planning, organization, and management with excellent reporting & communication skills.
- Familiarity with MS Office & Project Management tools is desirable.
- Perform any other duties as assigned by PD, PMIU-PESRP.

HIRING OF MONITORING & EVALUATION OFFICER

The School Education Department is implementing a project titled, “Actions to Strengthen Performance for Inclusive and Responsive Education (ASPIRE)” for a period of five years i.e., July 2020 to June 2025 through the Programme Director, Programme Management and Implementation Unit (PMIU). ASPIRE is a **World Bank funded project** under the umbrella of the Ministry of Federal Education & Professional Training. Under ASPIRE project, the Government of the Punjab is seeking an experienced resource as **Monitoring and Evaluation Officer** to strategize the monitoring activities of project.

SCOPE:

Under the project, the M&E Officer will work in close coordination with Manager Implementation & Coordination and Manager Research, in designing and developing a Monitoring & Evaluation framework for effective monitoring of all activities under the project. The candidate will also assist in quality assurance, periodic reporting, and continuous alignment of evaluation indicators.

For all the activities mentioned above and other related activities, the following is a brief description of services of M&E Officer under the ASPIRE Project. Monitoring & Evaluation Officer will report to Manager I&C.

JOB DESCRIPTION/SCOPE OF WORK:

- Provide support to Manager Implementation & Coordination and Manager Research in designing and developing a comprehensive Monitoring and Evaluation framework for effective monitoring of all project activities.
- Conceptualize the use and collection of data ensuring data health and maintain the quality standards in order to optimize the reliability
- Conduct primary and secondary data analysis and develop high quality reports to inform task leads on project delivery and progress.
- Focus on meeting DLI targets through effective monitoring against set targets of all project related activities.
- Develop mechanism to effectively communicate data to field formations i.e. CEOs/DEAs, School Councils, DMOs etc. and highlight capacity issues/bottlenecks.
- Aid in proposal design and project reporting related to research, monitoring and evaluation and reporting requirements.
- Develop a strong understanding of the wider Monitoring & Evaluation mechanism of School Education in Punjab province and suggest ways of integration.
- Design and give presentations to the team and the other departments, as and when required.
- Provide support to the assigned Manager and the rest of the team in the execution of the component activities.
- Hands on experience in using M&E tools i.e., SPSS, Kobo Tool Box, Gants Chart etc
- Proficiency in MS Office, Project Management Tools etc. is desirable.

- Familiarity with Govt Structure, operations and procedures.
- Optimum resource utilization and meeting deadlines.
- Strong and demonstrated capacity for planning, organization, and management with excellent reporting skills.
- Any other task assigned by the PD, PMIU.