

MANAGER (IMPLEMENTATION AND COORDINATION)

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 (Implementation and Coordination)** to implement the project activities and to get the maximum benefits of project.

SCOPE:

The Manager (Implementation & Coordination) will supervise, manage and act as Team Lead for overall project activities and design each component of the annual Work plan according to project acumen. He/She is responsible to mobilize the team members effectively for conduction of different project activities and will report to PD, PMIU. He/She will support the sector leads in identifying governance related issues and/or potential issues and will lobby at the relevant channels for timely approvals. The following is a brief description of key tasks and responsibilities of **Manager (Implementation and Coordination)** under the ASPIRE project

JOB DESCRIPTION/SCOPE OF WORK:

- Support the sector leads and team members in all project activities, from substantive, administrative and financial points of view, applying strategic planning of project activities.
- Provide support to task leads working on their respective interventions in devising their technical work plans and ensuring alignment of all individual work plans with the overall objective of the program as mentioned in DLIs.
- Responsible to provide technical guidance and support to team members for, Project implementation, monitoring and reporting of the project activities at six lagging districts of Punjab.
- Coordination and liaison with the School Education Department and Planning & Development Department to get approvals from the Forums i.e., DDSC and PGCC for the implementation of project activities.
- Review all the project related activities regularly by holding meetings with the sector leads/Manager and provide technical support in trouble shooting process.
- Implement the decisions taken by PGCC, DDSC, Review meetings and MoFE&PT and coordinate with CEOs/DEAs for effective compliance. Liaise effectively with other sub departments and entities within SED i.e., QAED, PCTB etc to effectively meet timelines for project targets.
- Support the ASPIRE team in PMIU in creating an enabling environment for evidence- based decision.
- 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.
- Perform any other task required for the successful implementation of the ASPIRE Programme, as assigned by the Programme Director, PMIU.

QUALIFICATIONS :

- At least Master's Degree or Equivalent (16 Years of Education) in Development Studies, Social Sciences, Public/Business Administration, Education Management, Management Information System, Project Management from local & foreign university, duly recognized by Higher Education Commission of Pakistan. Higher Qualification will be preferred.

EXPERIENCE/SKILLS:

- At least Ten (10) years of verifiable relevant experience in public/private sectors.
- Experience in Project Implementation of large-scale government or donor funded programs/projects, preferably in Education.
- Hands on experience in developing Annual Work Plans and designed documents such as working papers/concept notes, proposals, progress reports.

MANAGER (STRATEGY AND PLANNING)

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 (Strategic Planning)** to strategize the planning activities of project.

SCOPE

The resource will be responsible for the day-to-day implementation of the project activities, including the timely and efficient delivery of the project's operational, financial, and administrative outputs under the ASPIRE project. The assignment will include providing strategic support and applying standard tools and practices for project planning, implementation, monitoring, and reporting. Manager Strategic Planning will report to Manager I&C.

The Manager (Strategic Planning) will design and develop the annual workplans, in consultation with the project lead and other stakeholders. The project designs should be comprehensive, self-explanatory and sustainable and bankable. The Manager will ensure that proposed interventions are aligned with the overall objectives of the project and priorities of the provincial government and according to the guidelines of the World Bank, mentioned in (Project Appraisal Document-PAD).

The following is a brief description of key tasks and responsibilities of Manager (Strategic Planning) under the ASPIRE project.

JOB DESCRIPTION/SCOPE OF WORK:

- Strategize the project activities, from substantive, administrative and financial points of view, and supervise the systematic planning of project activities.
- Close coordination and liaison with designated officials of the Project Coordination Unit of MoFE&PT, project partners, and government departments for progress updates, review meetings, and provision of relevant and up-to-date information when needed.
- Mobilize the resources by applying standard tools and practices for project planning, implementation, monitoring, and reporting in a timely and effective manner.
- Provide strategic support to task leads working on their respective interventions in devising their technical work plans and ensuring alignment of all individual work plans with the overall objective of the program.
- Ensure timely compilation of work plans, progress reports, financial reports on ASPIRE Programme using internal monthly monitoring data and their submission to concerned authorities.
- Timely identification and redressal of possible roadblocks for successful implementation of the project activities by proposing technical improvements to achieve targets of the project activities.

- Familiarity with MS Office & Project Management tools is desirable.
- Any other task assigned by the PD, PMIU as per the requirements of the project.

QUALIFICATION:

- At least 16 years of Education in Management Sciences, Social Sciences, Public Policy, Public/Business Administration from a foreign or local university, duly recognized by Higher Education Commission (HEC) of Pakistan. Higher Qualification will be preferred.

EXPERIENCE:

- At least Seven (07) years of verifiable relevant experience in public/private sectors. Experience with Donors funded will be given preference. Must have team building and organizational development understanding.
- Proven experience in planning and management of government or donor funded programs/projects, preferably in Education. Hands on experience in developing Annual Work Plans and design documents such as working paper/concept notes, proposals and progress report. Familiarity with government structures, operations and procedures. Strong and demonstrated capacity for planning, organization and management with excellent reporting skills.

FINANCE AND ACCOUNTS 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 **Finance and Accounts Officer** to implement the project activities related to financial matters.

SCOPE

The candidate will work in close coordination with the component managers under ASPIRE project. Responsibilities will include management of all activities related to financial management of funds and ensure timely release of funds under the project. For all the activities mentioned above and other related activities, the following is a description of services of Finance and Accounts Officer under the ASPIRE project. Finance and Accounts officer will report to Manager I&C.

JOB DESCRIPTION/SCOPE OF WORK

- Provide financial management services for ASPIRE and develop a financial/ implementation plan, in close coordination with Manager Implementation and Coordination.
- Responsible for all financial matters including account openings, financial reporting and transactions, and operations.
- Establish a mechanism ensuring strengthening of budget transparency and accessibility at all levels.
- Provide technical inputs on financial management to PMIU/SED, as and when required.
- Responsible for recording of all transactions timely and accurately in the books of accounts and ensure that no expenditure remains unaccounted.
- Ensure maintenance of cash registers, books of accounts and records in appropriate order and format to meet the government and donors' requirements and to facilitate classification and analysis of the financial information for monitoring the project progress.
- Track funds and follow up with relevant bank and external funding agencies to ensure timely credit of funds into the project's assignment account.
- Process payments from the Designated Assignment Account as per Government applicable Rules and procedures. Liaise with the Finance Department and SED for budget and release issues.
- Prepare Interim Unaudited Financial Reports (IUFs), and Annual Financial Statements, as per prescribed formats and timelines.
- Provide support to internal/external auditors by facilitating in the provision of information required to conduct audit.
- Prepare annual budget estimates, to ensure submission of withdrawal applications/budget releases accordingly in a timely manner.
- Adept in Government Financial Procedures.
- 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.

- Perform any other task as assigned by the PD-PMIU.

QUALIFICATION:

At least 16 years of education in Finance, Accounts, CA/ACCA/CIMA, Business Administration in Finance from a foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan. Higher Qualification will be preferred.

EXPERIENCE:

At least (five) 05 years of verifiable relevant experience in public/private sectors, with at least 2 years' experience in public sector. Experience of working with donor organization/projects will be preferred.

ASSOCIATES (02 NUMBERS)

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 Associate (Implementation) to implement the project activities.

SCOPE

Associate will work under respective Officers/Managers in designing and developing annual work plans, including project planning, implementation, and monitoring of project activities.

For all the activities mentioned above and other related activities, the following is a brief description of tasks related to Associates under ASPIRE project.

JOB DESCRIPTION/SCOPE OF WORK:

- Provide support to Managers/Officers in strategic planning, managing and coordinating project activities.
- Support task leads in devising their technical work plans while ensuring alignment of all work plans with the overall objectives of the project and the DLIs mentioned in guidelines of World Bank.
- Support in preparation of progress reports and financial reports for submission to the concerned authorities.
- Support in conducting meetings, such as PGCC, DDSC and Project Review meeting at different forums. Assist the Manager in developing working papers, Minutes of Meeting.
- Provide ad hoc support to the field formations as and when required.
- Provide assistance to the assigned Manager/Officer in the execution of the
- 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 respective Manager/Officer.

QUALIFICATION:

At least 16 years of education in field of social sciences or business management, commerce duly recognized by the Higher Education Commission (HEC) of Pakistan. Higher qualification will be preferred.

EXPERIENCE:

At least Three (03) years of experience in public/private sectors. Preference will be given to candidate with experience working in donor funded projects in education.

OFFICE ASSISTANT (02 NUMBERS)

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 **Office Assistant (Total of 02 numbers)** to assist professional team members under the ASPIRE project.

SCOPE:

The candidate will work in close coordination with the professional team members under ASPIRE project. Responsibilities will include provide assistance in official matters related to activities being performed by different project leads i.e., Managers and officers. The Office Assistants needs to be familiar with the office environment and can work as a team member. Assistants will report to respective Officers/ Managers.

For all the activities mentioned above and other related activities, the following is a brief description of services of Office Assistants under the ASPIRE project.

JOB DESCRIPTION/ SCOPE OF WORK:

- Typing and taking notes during meetings,
- Overseeing clerical tasks, such as sorting and sending mail
- Keeping an inventory of office supplies and ordering new materials as needed
- Maintaining files
- Welcoming visitors to your office
- Answering phone calls
- Taking and delivering messages
- Ensuring the office runs smoothly
- Scheduling meetings and sending meeting invites to attendees
- Flexibility and the ability to prioritize new tasks as they come in
- Interpersonal communication
- Time management

QUALIFICATION:

A Bachelor's degree in Finance/ Accounts, Social Science/Pure Science, Business/Public Administration, equivalent from reputable & recognized local/foreign institution. Higher qualification will be preferred.

EXPERIENCE:

- At least Two (02) years of experience in public/private Sectors. Preference will be given to candidates with experience working in donor funded projects in education..