

## **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 report

