



# HIRING OF PROJECT STAFF

## **1. ASSOCIATE COORDINATION – Literacy & Non-Formal Basic Education Department**

### **Background:**

The Government of Punjab (GoPb) is implementing the “Getting Results: Access and Delivery of Quality Education Services and System Transformation in Punjab (GRADES-STP)” project with support from the World Bank through a GPE-funded initiative. The project aims to strengthen foundational learning, increase enrolment, and advance system-wide reforms across Punjab.

The GPE System Transformation in Punjab (STP) is a comprehensive initiative designed to enhance educational outcomes in Punjab. The STP aims to amplify its impact by establishing linkages with complementary programs and leveraging their successes.

### **Objective:**

To facilitate effective coordination and communication among stakeholders for smooth planning, implementation, and monitoring of project activities. The Associate Coordination will support alignment across departments, track progress of interventions, and ensure timely follow-up on action points to enhance overall efficiency and delivery under the GRADES-STP project.

### **Scope of Functions:**

- Work closely along with task leads on STP to support in effective delivery of the STP project.
- Facilitate planning, reporting, and stakeholder engagement.
- Assist in timely preparation and compilation of work plans/progress reports/financial reports and their submission to concerned authorities.
- Responsible for program coordination to meet the set targets defined under the project.
- Responsible for inter-departmental coordination for the purpose of knowledge sharing and review progress towards the program objective.
- Support in program planning and implementation.
- Provide support to task leads working on their respective interventions in devising their technical workplans and ensuring alignment of all individual workplans with the overall objective of the program.
- Provide planning and coordination support for various field activities, trainings, content development, etc.
- Any other relevant task assigned by competent authority.

### **Qualification & Experience:**

- At least, Bachelor’s degree or equivalent in Social Science / Business Administration or related discipline, from a foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan.
- At least three (03) years of relevant experience, after acquiring stipulated qualifications, in public and/or private sector, national/international organizations, preferably in education.
- Proven ability to work in a collaborative, team environment.
- Familiarity with government structures, operations, and procedure.



# HIRING OF PROJECT STAFF

## **2. ASSOCIATE COORDINATION – Special Education**

### **Background:**

The Government of Punjab (GoPb) is implementing the “Getting Results: Access and Delivery of Quality Education Services and System Transformation in Punjab (GRADES-STP)” project with support from the World Bank through a GPE-funded initiative. The project aims to strengthen foundational learning, increase enrolment, and advance system-wide reforms across Punjab.

The GPE System Transformation in Punjab (STP) is a comprehensive initiative designed to enhance educational outcomes in Punjab. The STP aims to amplify its impact by establishing linkages with complementary programs and leveraging their successes.

### **Objective:**

To facilitate effective coordination and communication among stakeholders for smooth planning, implementation, and monitoring of project activities. The Associate Coordination will support alignment across departments, track progress of interventions, and ensure timely follow-up on action points to enhance overall efficiency and delivery under the GRADES-STP project.

### **Scope of Functions:**

- Work closely along with task leads on STP to support in effective delivery of the STP project.
- Facilitate planning, reporting, and stakeholder engagement.
- Assist in timely preparation and compilation of work plans/progress reports/financial reports and their submission to concerned authorities.
- Responsible for program coordination to meet the set targets defined under the project.
- Responsible for inter-departmental coordination for the purpose of knowledge sharing and review progress towards the program objective.
- Support in program planning and implementation.
- Provide support to task leads working on their respective interventions in devising their technical workplans and ensuring alignment of all individual workplans with the overall objective of the program.
- Provide planning and coordination support for various field activities, trainings, content development, etc.
- Any other relevant task assigned by competent authority.

### **Qualification & Experience:**

- At least, Bachelor’s degree or equivalent in Political Science /Social Science /Public Administration /Communication or related discipline, from a foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan.
- At least three (03) years of relevant experience, after acquiring stipulated qualifications, in public and/or private sector, national/international organizations, preferably in education.
- Proven ability to work in a collaborative, team environment.
- Familiarity with government structures, operations, and procedure.



# HIRING OF PROJECT STAFF

## **3. ASSOCIATE FINANCE – Literacy & Non-Formal Basic Education Department**

### **Background:**

The Government of Punjab (GoPb) is implementing the “Getting Results: Access and Delivery of Quality Education Services and System Transformation in Punjab (GRADES-STP)” project with support from the World Bank through a GPE-funded initiative. The project aims to strengthen foundational learning, increase enrolment, and advance system-wide reforms across Punjab.

The GPE System Transformation in Punjab (STP) is a comprehensive initiative designed to enhance educational outcomes in Punjab. The STP aims to amplify its impact by establishing linkages with complementary programs and leveraging their successes.

### **Objective:**

To ensure effective financial management of project activities through accurate budgeting, financial planning, and timely reporting. The Associate Finance will support fund utilization, maintain financial records in compliance with applicable rules, facilitate coordination with relevant stakeholders, and contribute to transparency, accountability, and efficient execution of financial operations under the GRADES-STP project.

### **Scope of Functions:**

- Support in financial management requirements of STP funds;
- Support in developing internal control mechanisms and financial monitoring tools to safeguard;
- Support to prepare consolidated Budget Execution Reports (BER);
- Support in preparing and submit Annual Financial Statements along with IUFR;
- Prepare monthly, quarterly, and annual financial statements and utilization reports;
- Supporting external audit processes by facilitating documentation, responses, and timely closure of audit findings;
- Compliance matrices and audit follow-up reports;
- Assist in Maintaining the financial records in the format required by the Bank and may include digitized record keeping using the platform agreed with the Bank;
- Any other relevant task assigned by competent authority.

### **Qualification & Experience:**

- At least, Bachelor’s degree or equivalent in Finance/ Business Administration / Accounting / Economics / ACCA / CA or related discipline, from a foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan.
- At least three (03) years of relevant experience, after acquiring stipulated qualifications, in public and/or private sector, national/international organizations, preferably in education.
- Excellent knowledge of World Bank and government procedure of financial management.
- Proven ability to work in a collaborative, team environment.
- Familiarity with government structures, operations, and procedure.



# HIRING OF PROJECT STAFF

## **4. ASSOCIATE FINANCE – Special Education**

### **Background:**

The Government of Punjab (GoPb) is implementing the “Getting Results: Access and Delivery of Quality Education Services and System Transformation in Punjab (GRADES-STP)” project with support from the World Bank through a GPE-funded initiative. The project aims to strengthen foundational learning, increase enrolment, and advance system-wide reforms across Punjab.

The GPE System Transformation in Punjab (STP) is a comprehensive initiative designed to enhance educational outcomes in Punjab. The STP aims to amplify its impact by establishing linkages with complementary programs and leveraging their successes.

### **Objective:**

To ensure effective financial management of project activities through accurate budgeting, financial planning, and timely reporting. The Associate Finance will support fund utilization, maintain financial records in compliance with applicable rules, facilitate coordination with relevant stakeholders, and contribute to transparency, accountability, and efficient execution of financial operations under the GRADES-STP project.

### **Scope of Functions:**

- Support in financial management requirements of STP funds;
- Support in developing internal control mechanisms and financial monitoring tools to safeguard;
- Support to prepare consolidated Budget Execution Reports (BER);
- Support in preparing and submit Annual Financial Statements along with IUFRR;
- Prepare monthly, quarterly, and annual financial statements and utilization reports;
- Supporting external audit processes by facilitating documentation, responses, and timely closure of audit findings;
- Compliance matrices and audit follow-up reports;
- Assist in Maintaining the financial records in the format required by the Bank and may include digitized record keeping using the platform agreed with the Bank;
- Any other relevant task assigned by competent authority.

### **Qualification & Experience:**

- At least, Bachelor’s degree or equivalent in Finance/ Business Administration / Accounting / Economics / ACCA / CA or related discipline, from a foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan.
- At least three (03) years of relevant experience, after acquiring stipulated qualifications, in public and/or private sector, national/international organizations, preferably in education.
- Excellent knowledge of World Bank and government procedure of financial management.
- Proven ability to work in a collaborative, team environment.
- Familiarity with government structures, operations, and procedure.



# HIRING OF PROJECT STAFF

## **5. ASSOCIATE FINANCE – PMIU**

### **Background:**

The Government of Punjab (GoPb) is implementing the “Getting Results: Access and Delivery of Quality Education Services and System Transformation in Punjab (GRADES-STP)” project with support from the World Bank through a GPE-funded initiative. The project aims to strengthen foundational learning, increase enrolment, and advance system-wide reforms across Punjab.

The GPE System Transformation in Punjab (STP) is a comprehensive initiative designed to enhance educational outcomes in Punjab. The STP aims to amplify its impact by establishing linkages with complementary programs and leveraging their successes.

### **Objective:**

To ensure effective financial management of project activities through accurate budgeting, financial planning, and timely reporting. The Associate Finance will support fund utilization, maintain financial records in compliance with applicable rules, facilitate coordination with relevant stakeholders, and contribute to transparency, accountability, and efficient execution of financial operations under the GRADES-STP project.

### **Scope of Functions:**

- Support in financial management requirements of STP funds;
- Support in developing internal control mechanisms and financial monitoring tools to safeguard;
- Assist in preparing withdrawal application for submission to the World Banks for funds;
- Support to prepare consolidated Budget Execution Reports (BER);
- Support in preparing and submit Annual Financial Statements along with IUFRR;
- Reviewing with task lead financial aspects of procurement and contract management, including payment certifications and expenditure tracking;
- Prepare monthly, quarterly, and annual financial statements and utilization reports;
- Supporting external audit processes by facilitating documentation, responses, and timely closure of audit findings;
- Compliance matrices and audit follow-up reports;
- Assist in Maintaining the financial records in the format required by the Bank and may include digitized record keeping using the platform agreed with the Bank;
- Any other relevant task assigned by competent authority.

### **Qualification & Experience:**

- At least, Bachelor’s degree or equivalent in Finance/ Business Administration / Accounting / Economics / ACCA / CA or related discipline, from a foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan.
- At least three (03) years of relevant experience, after acquiring stipulated qualifications, in public and/or private sector, national/international organizations, preferably in education.



# HIRING OF PROJECT STAFF

## **6. REMEDIAL OFFICER - PMIU**

### **Background**

The Government of Punjab (GoPb) is implementing the “Getting Results: Access and Delivery of Quality Education Services and System Transformation in Punjab (GRADES-STP)” project with support from the World Bank through a GPE-funded initiative. The project aims to strengthen foundational learning, increase enrolment, and advance system-wide reforms across Punjab.

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### **Objective**

The Remedial Officer will support the design, implementation, and continuous improvement of remedial education interventions aimed at addressing learning gaps and improving student outcomes. The role requires close coordination with program teams, districts, and schools, as well as a strong focus on data-driven planning, monitoring, and adaptive implementation under the GRADES-STP project. The Remedial Officer will work under the overall supervision of the Program Manager and will also report to the Teaching & Learning Manager (GRADES-STP), PMIU.

### **Scope of Function**

- Support the design and operational planning of remedial learning interventions and strategies.
- Coordinate with district authorities, field teams, and schools to ensure effective implementation.
- Monitor program implementation to ensure adherence to timelines, quality standards, and program design.
- Identify implementation challenges and propose actionable solutions for timely resolution.
- Track KPIs, analyze student learning outcomes, and develop concise reports, dashboards, and presentations.
- Utilize assessment data to identify learning gaps and support evidence-based improvements in remedial strategies.
- Provide technical support, contribute to capacity building initiatives, and perform any other tasks assigned by the supervisor.

### **Qualification & Experience**

- Bachelor’s degree (or higher) in Education, Public Policy, Political Science, Economics, Management, or a related discipline from an HEC-recognized local or foreign university
- Minimum five (05) years of relevant professional experience in public and/or private sector organizations, preferably in the education sector
- Demonstrated experience in program implementation, monitoring & evaluation, or learning improvement initiatives will be an advantage