

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 Workplan 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 or 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 design documents such as working papers/concept notes, proposals, progress reports.

ENGINEERING CONSULTANT

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 **Engineering Consultant** to monitor the activities under the civil works component.

SCOPE

The candidate will work in close coordination with the Communication and Works (C&W) department to ensure and oversee construction of 1,000 new classrooms at selected sites under the project and construction of 400 new Toilet Blocks at girls’ schools from classes under 6-10 in Punjab.

For all the activities mentioned above, the following are the key responsibilities and scope of work for the position of Engineering Consultant. Engineering Consultant will report to Manager I&C.

JOB DESCRIPTION/SCOPE OF WORK:

- Meeting and communicating with clients to understand their engineering requirements and to perform site visits as and when required
- Conducting in-depth research on various technical civil construction processes and to coordinate with the Communication and Works Department for the implementation of civil construction activities.
- Developing and overseeing the implementation of technical solutions and advising them on the same
- Identify and troubleshoot the problems in civil construction activities.
- Managing project timelines and maintain and update reports on various civil construction activities.
- Negotiating contract terms with contractors/vendors and public stakeholders.
- Managing and evaluating of Tenders, Bids and selection processes as per PPRA/PWD or any Governmental Department guidelines and rules
- Managing project logistics and identifying areas to improve the same.
- Be an effective communicator, speaking to and interviewing employees and stakeholders at all levels of the business.
- 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.
- Coordinate with all project workforces. Effectively manage project from initiation to completion

QUALIFICATION:

- A 16 years Education Degree in Civil Engineering (BSc Civil Engineering) from HEC registered institution and registration at PEC accredited discipline. Higher qualification will be preferred.

EXPERIENCE:

- At least Seven (07) years verifiable relevant working experience, preferably having experience in development Programme/Donor Funded or a renowned consultant/Department on a similar nature project.

MANAGER RESEARCH AND INNOVATION

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 Research and Innovation** to monitor the activities under research and innovation.

SCOPE

For all the activities under the research and innovation component, Research will be an important part for feeding into the planning phase, as well as determining the progression and success of the interventions. The targets will be set under each intervention in the research plan of ASPIRE Project. Manager Research & Innovation will report to Manager I&C.

Furthermore, Manager Research and Innovation will also oversee and manage the Focus Group Discussions (FGDs) with all stakeholder, perception surveys, interviews to be done on a sample basis along with the periodic monitoring to capture success, record challenges, and course correct where needed. These qualitative tools will also serve as the feedback loop between the students, teachers, community members, and PMIU/SED.

For all the activities mentioned above and other related activities, services of Manager Research and Innovation shall encompass the following areas of expertise,

JOB DESCRIPTION/SCOPE OF WORK

- Identify the data needs and requirements through consultations with the different stakeholders, organizations, key officials, schools’ administrators, and other potential data users to ensure that the data requirements and the needs of the policy and decision makers and other key users are taken care of.
- Design, develop and maintain project related research and analysis and ensuring the accuracy and comprehensiveness of research data and analysis, findings, and recommendations.
- Lead the design, define timelines of research, devise research methodologies (including survey tools, sampling, quality assurance, analysis, etc.) for baseline, midline, and endline surveys.
- Identify the need and target population for perception surveys, FGDs, and interviews. Furthermore, with support of the M&E Officer-ASPIRE, oversee the data collection, analytics and reporting of the said activities
- Manage the survey firm to oversee all aspects of data collection in the field.
- Overseeing the quality assurance of data collection and ensuring adherence to survey protocols and quality standards
- Review and provide final approvals on reports to be published as result of the above- mentioned activities.
- Develop and oversee the Research Framework for all activities under ASPIRE.
- Oversee methodologies and procedures used in the compilation and analysis of data.
- Undertake continuous evaluation and review of performance indicators related to ASPIRE, and propose technical improvements.
- 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.
- Create linkages between data reported under ASPIRE and the existing data mechanisms of School Education Department
- Work in close coordination with School Education Department's Data Centre to strengthen and synchronize the research framework with e-Governance based apps and systems available with the SED.
- Use data analytics to identify areas of future interventions, investments and focus for both ASPIRE and for the School Education Department's Annual Development Programme.
- Liaise effectively with other sub departments and entities within PMIU and SED to effectively meet the research requirements of all stakeholders.
- Any other task assigned by the PD, PMIU.

QUALIFICATIONS:

- Master's/ Bachelor's (Hons.) (16 years of education) in Social Sciences, Public/Business Administration, Statistics, MIS/Data Sciences or relevant discipline from a foreign or national university, duly recognized by HEC. Higher qualification will be preferred.

EXPERIENCE:

- At least Seven (07) years of verifiable relevant work experience, in research and data analysis with at-least 2 years' experience in education sector.
- Experience of working with international organizations will be preferred.
- Strong aptitude for qualitative and quantitative analysis, data research and recording and well versed in the relevant data analytics tools and techniques.

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.

CIVIL WORKS 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 **Officer Civil Works** to monitor the activities under the civil construction/works component.

SCOPE:

The candidate will work in close coordination with the Communication and Works (C&W) department to ensure and oversee construction of 1,000 new classrooms at selected sites under the project and constructions of 400 new Toilet Blocks at girls’ schools from classes under 6-10 in Punjab.

For all the activities mentioned above, the following are the key responsibilities and scope of work for the position of Officer Civil Works. Officer Civil works will report to Engineering Consultant. The job description and responsibilities of the Officer Civil Works is outlined below:

JOB DESCRIPTION/SCOPE OF WORK

- Assist in supervision of all Civil work under the project.
- Support in Provision of technical assistance to the C&W, PMIU-PESRP, and relevant XENs of the districts for civil works construction.
- Coordination with the XENs Building/relevant offices and field teams
- Assist with supervision of the work throughout the project duration
- Providing technical input and checking of layouts & structure grids as per approved engineering design
- Review and provide input on the detailed structural drawings and classroom designs
- Work on readjusting of layouts & the design where found necessary.
- Preparation of Look ahead Plan, Project Schedule, Update of Progress
- Conduct monitoring visits/checks to ensure thorough monitoring of work according to the drawings & specifications.
- Preparation & submission of site visit report to the client regarding quality of work & progress achievements.
- Maintained design documents of construction projects.
- Draft site layouts, grading plans, and landscape for project.
- 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.
- Any other task assigned by competent authority.

QUALIFICATION:

- A 16 years Education Degree in Civil Engineering (BSc Civil Engineering) from HEC registered institution and registration at PEC accredited discipline. Higher qualification will be preferred.

EXPERIENCE:

- At least Five (05) years verifiable relevant working experience, preferably having experience in development Programme/Donor Funded or a renowned consultant/Department on a similar nature project.

ASSOCIATES (05 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, 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 candidates with experience working in donor funded

projects in education.

OFFICE ASSISTANT (05 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 05 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, Business/Public Administration, equivalent from reputable & recognized local institution. Higher qualification will be preferred.

EXPERIENCE:

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