

## Subject Specialists Languages (Urdu) – BPS (18)

### QUALIFICATION:

- Master Degree or higher qualification in Urdu with at least MEd
- At least 5 years of progressive experience of working at school or in a Teacher Training Institution
- Preference will be given for experience/degree in assessment and evaluation

### KEY SKILLS:

1. Academic excellence,
2. Research skills,
3. Ability to work as a team player,
4. Coordination with and securing cooperation of stakeholders,
5. Strong negotiation, communication and IT skills.

### RESPONSIBILITIES:

1. Planning and conducting of sample based student assessments on an annual basis in their respective subjects;
2. Support the DCTE in planning and conducting competency surveys and assessments of teacher's performance, curriculum and textual materials and professional development activities.
3. Developing standardized assessment tools and reviewing (test items, paper preparation, rubrics etc.)
4. Conduct a pilot of the items to ensure their reliability and validity
5. Orienting the assessment coordinators in the field work for conduct of tests
6. Scoring the test papers in line with the rubrics
7. Supervise the process of data entry and analysis for quality assurance
8. Preparation of audience specific reports and its dissemination to concern stakeholders (authorities, parents, public etc.)
9. Develop recommendation and action points for policy interventions and forward to relevant authorities for further actions
10. Supervise and coordinate assessment activities in the field
11. Carried out assessment activities as desired by the competent authorities
12. Planning and leading wide range of research activities on education covering curriculum, textbooks, teacher education and professional development, teaching and learning, in-school and out-of-school factors impacting student learning, examinations, etc.; developing research reports for all stakeholders in the education sector

**Subject Specialist: Languages -Urdu - (BPS-18)**

S#	Category of Qualification and Experience	Total Marks	Qualifying Marks
	<b>Qualification</b>	<b>45</b>	<b>35</b>
1	Master degree Urdu	25	
2	M.Ed.	10	
3	Any foreign qualification/ diploma/ certificate (min 3 months/ 1 semester) from recognized institutions in the field of teacher or student assessment/ teacher education/ or related field	3	
4	M. Phil	3	
5	Ph.D. (if Ph.D. then will get total 7 marks - 3 marks for M.Phil and 4 marks for Ph.D.)	4	
	<b>Experience</b>	<b>35</b>	<b>20</b>
6	<p>1) At least 5 years of progressive experience of working at school or in a Teacher Training Institutions.</p> <p>a) Education Sector (Teaching Urdu in school 5 years) – <b>10</b> marks</p> <p>b) Teaching in Teacher Training Institute (RITs/PITs others 2 years) - <b>5</b> marks</p> <p>2) Preference will be given for experience in assessment and evaluation</p> <p>c) Experience in managing/ participating in assessment/ evaluation studies (3 studies) – <b>10</b> marks</p> <p>d) Experience in item writing/ development – <b>5</b> marks</p> <p>e) Report writing and analysis experience (Prepared assessment/ other report) – <b>3</b> marks</p> <p>f) Developed/ conducted training courses on assessment (2 trainings) – <b>2</b> marks</p>		
	<b>Knowledge and skills</b>	<b>20</b>	<b>10</b>
7	IT skills; able to work on MS word, Excel and power point. Computer based test	10	5
8	<ul style="list-style-type: none"> <li>• Knowledge of learning theories in development and application of instruction material; teaching learning approaches, methods of teaching, knowledge construction, learning theories, active learning, and assessment strategies.</li> <li>• Knowledge of theories of teaching and learning, Child Development and approaches/ methodologies of teacher training.</li> <li>• Knowledge and understanding of National Professional Standards of Teachers (NPST), and National Curriculum for ECE.</li> <li>• Understanding of TNA, TOT and training material development processes.</li> <li>• Knowledge of best practices in development of educational materials.</li> </ul>	10	5