

# **District Education Office (Male)**

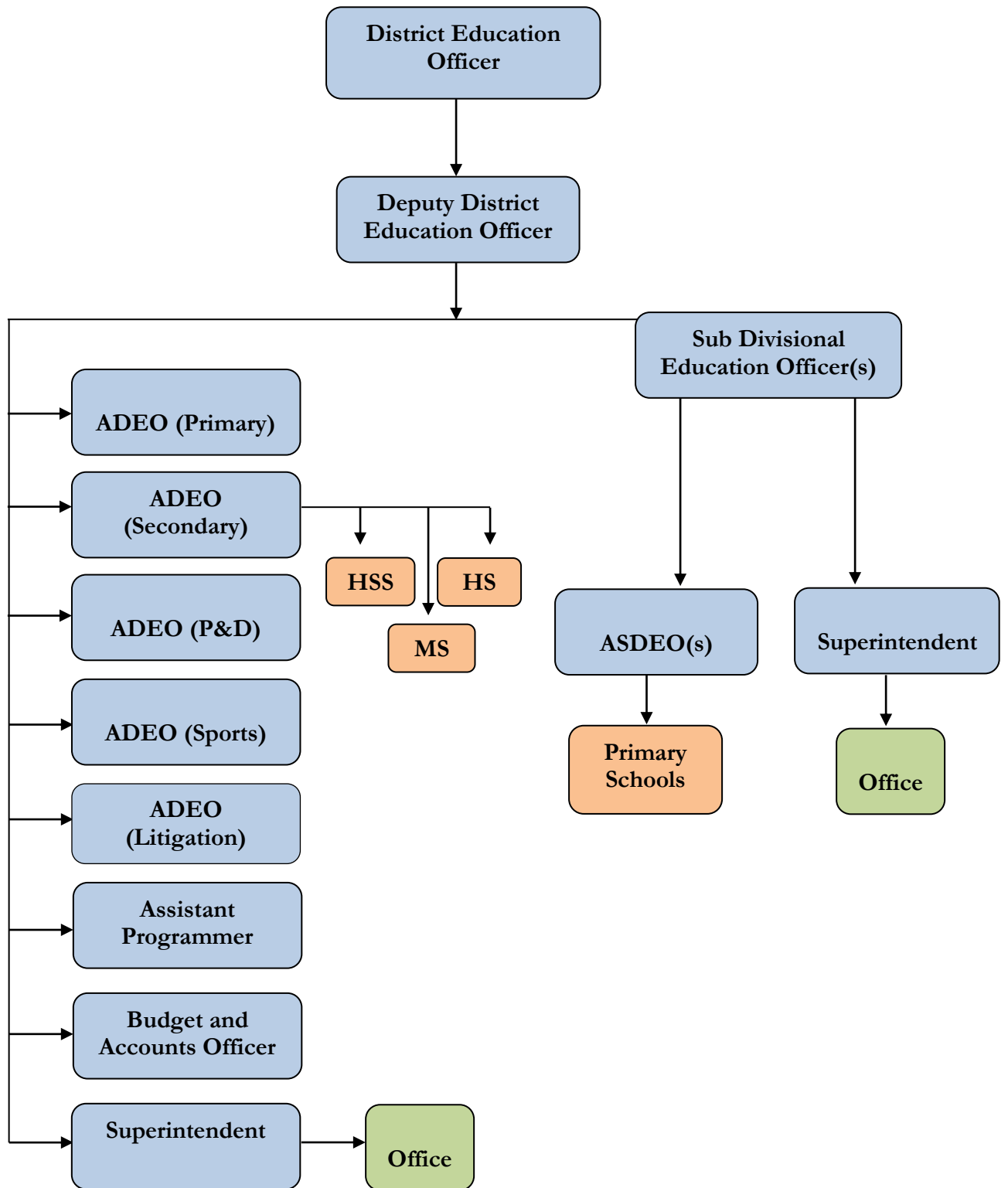
## **Job Descriptions and Competencies**



**Prepared by the Elementary and Secondary Education Department**  
**Government of Khyber Pakhtunkhwa**

**November 2014**

## District Education Office (Male)



## Competencies required of officials and officers in District Education Offices in Khyber Pakhtunkhwa

The table below describes the core competencies required of individuals holding positions in the DEO.

Many of the competencies are common to all or several positions.

The level of performance of the competency however, will vary. The level competency required of the DEO to, for example, apply relevant rules and regulations, is different from the level of competency required from the B&AO.

		Who							
		DEO	DDEO	SDEO	ADEO	ASDEO	SI	B&AO	AP
<b>Technical competencies</b>									
1	Identifies critical issues in any problem								
2	Reliably applies own technical knowledge to solve problems								
3	Evaluates solutions based on own technical knowledge								
4	Makes appropriate use of common computer applications								
5	Gathers as much information as possible before making a decision								
6	Interprets qualitative and quantitative data to understand a situation and plan action								
7	Considers risks involved in a decision								
8	Consults others when needed prior to making a decision								
9	Learns from own and others experience								
10	Applies relevant rules and regulations to the work process								
<b>Management competencies</b>									
1	Establishes priorities, sets expectations and defines accountabilities over a specified timeframe								
2	Maintains and articulates a focus on results								
3	Ensures that work plans are developed to meet requirements of the office and the E&SED								
4	Plans and schedules own work to meet requirements of the office and the E&SED								

5	Monitors progress and quality of own work and makes adjustments as required								
6	Monitors progress and quality of work completed by the team and makes adjustments as required								
<b>Personal effectiveness competencies</b>									
1	Prioritises work to ensure that urgent and important work is completed								
2	Allocates appropriate time and resources to tasks and plans								
3	Uses time effectively to meet deadlines								
4	Delegates work appropriately								
5	Coaches and advises team members								
6	Seeks advice and feedback from colleagues to improve personal performance								
7	Applies professional ethics and rules of conduct								
8	Highlights/brings to attention potential problems and issues								
<b>Communications and teamwork competencies</b>									
1	Conveys ideas, arguments and thoughts logically								
2	Confidently and clearly supports own decisions in meetings and discussions								
3	Structures written communication clearly, with correct grammar and punctuation (English and Urdu)								
4	Takes ownership of decisions and actions taken by the office of the DEO								
5	Takes ownership of own decisions and actions taken								
6	Recognises strengths and weaknesses of self, individual team members and team as a whole								
7	Respects team members for their differing contributions								
8	Makes suggestions to improve team effectiveness								

## **Job description: District Education Officer (DEO)**

### **Position Summary**

The District Education Officer (DEO) is the principal officer at district level. The DEO reports to the Director Elementary & Secondary Education Department (E&SED) and shall represent him/her at the district level.

### **A. Financial management**

#### **Budget**

1. Supervise and monitor the process of preparation of budget (Recurrent & Development) by the DDEO and SDEO.
2. Check the budget proposals submitted by the DDEO and SDEO, compare them with budget from the previous year and submit the same to the Director E&SED.
3. Provide copies of the budget released to the DDOs after receipt from the Provincial Government.
4. Monitor budget utilization and flow of expenditure throughout the year, and ensure that expenditure does not exceed the sanctioned amount, and that it is being incurred on the items for which the amount has been provided in the budget.
5. Check the first and second lists of excess and surrender, supplementary budget, and modified grants and submit the same to the Director E&SED.
6. Check SNEs submitted by the DDEO and SDEOs and ensure that items shown are correct and forward the same to Director E&SED.
7. Ensure that the DDEO and SDEOs have reconciled the expenditures with the District Accounts Office, countersign and forward in consolidated form to the Director E&SED.
8. Sanction TA/DA, MRC, GPF, GI bills and other reimbursements/advances for district officials and officers, as per powers delegated to DEOs or forward the same to the next level in case approval from the E&SE Department is required.

#### **Bills and Accounts Register**

Occasionally check pay, abstract contingent (A/C), detailed contingent (D/C), scholarship bills and all other necessary bills, cash books, and stock registers etc. of all concerned offices and ensure that those have been maintained correctly.

#### **Purchases**

1. Ensure that purchases are made in a timely manner and in accordance with procurement rules.
2. Ensure that advertisements for the purchase of stores have been properly prepared and all conditions fulfilled.
3. Ensure wide publicity for advertisements as per rules through the Information & Public Relations Department.
4. Ensure the function of purchase and inspection committee at the district level.
5. Ensure that comparative statements and inspection reports are prepared.
6. Execute agreement deeds with suppliers and ensure that clauses of agreements are complete in all respect.
7. Ensure entry of all stocks procured in the relevant stock registers at district level.
8. Ensure distribution of stock among offices and institutions for which it is purchased and also ensure that necessary entries are made in relevant stock registers.
9. Ensure payments to suppliers after detailed inspection of stores and satisfactory completion of supplies as per specifications/agreement.

### **Collection and distribution of Free Text Books**

Ensure collection and distribution of text books to all the government institutions in the district.

### **Other financial management responsibilities**

1. Ensure preparation, reconciliation and submission of Statement of Expenditures (SOEs) and receipt statements to the Director E&SED on monthly basis and also ensure submission of quarterly and yearly statements.
2. Coordinate with C&W Department for the auction of damaged/dangerous buildings and disposal of unserviceable/redundant articles.
3. Ensure deposit of the sales proceeds in the government treasury.
4. Check and sign cases of investigation of arrear claims submitted by the DDEO, SDEOs as well as other DDOs as per rules.
5. Ensure provision of budget and payment of rent for buildings rented for official purposes after completion of the codal formalities and approval of the Competent Authority.
6. Ensure that sufficient budget is allocated for payment of utility bills for schools and offices, that payment is made, and that a record of payment is maintained.
7. Facilitate regular internal audits as per requirement.

## **B. Human Resource Management**

### **Appointments**

1. Act as chairperson of the Departmental Selection Committee for recruitment in BPS 1–15 and observe all the requisite formalities as per applicable rules.
2. Approve cases of appointments on merit and issue orders.
3. Observe quotas reserved for all categories.

### **Seniority Lists**

1. Ensure prepare of seniority lists of all staff of the District Cadre and update the same once a year duly countersigned, preferably in the month of January each year.
2. Forward details/particulars of provincial cadre staff in the district to the Directorate of E&SED for inclusion in the relevant seniority lists.

### **Postings, transfers and promotions**

1. Make postings and transfers of district cadre employees and submit proposals for transfer of the provincial cadre employees to the Director E&SED as specified below:
  - Make intra district transfers of office and school staff in BPS-1 to BPS-16 in accordance with the prescribed rules.
  - Prepare proposals for transfer of staff in grade 17 and above and submit the same to the Director E&SED.
2. Grant NOC for inter district/provincial transfers of staff and submit it to the Director E&SED for further action.
3. Prepare, process and finalize promotion cases of district cadre employees through the Department Promotion Committee (DPC).
4. Process and forward cases of the provincial cadre to the Directorate of E&SED for promotion.
5. Initiate cases of relaxation of upper age limits as per Government rules.

### **Grant of Leave**

1. Grant leave to staff in BPS-1 to BPS-16, as per provisions contained in the Government of Khyber Pakhtunkhwa Revised Leave Rules 1981.
2. Prepare, scrutinize and submit leave cases of staff in BPS-17 and above to the Director

E&SED as per rules.

3. Process and finalize cases of ex-Pakistan leave and forward to the Director E&SED as per rules in respect of all employees.

### **Performance Evaluation Reports/PERs**

1. Issue instructions in December each year to the DDEO, SDEOs, Principals, Headmasters and Headmistresses to write PERs of their respective staff in the first week of January each year.
2. Write PERs of all officers/principals/headmasters BPS 20 working in the district in the first week of January and submit the same to the Director E&SED for countersignature.
3. Countersign all PERs of the district cadre employees in the second week of January and complete the process of writing PERs in January each year.
4. Ensure that staff capacity building plans are regularly prepared and implemented.

### **Honorarium/Overtime allowances**

1. Award honorarium and overtime allowances to staff for the amount admissible under the relevant rules and with the approval/sanction of the Director/Secretary E&SED as per applicable rules.

### **Pension Cases**

1. Instruct all the subordinate offices to prepare and submit cases of pension for all the retiring/retired government servants on priority basis.
2. Sanction pension cases of staff up to BPS-15 in the district.
3. Submit pension cases of officers in BPS 16 and above to the Director/Secretary E&SED.

### **Changes and corrections to student records**

1. Change/correct name of students (at request from students) after observing necessary formalities as provided in the rules.
2. Allow cases of corrections in the date of birth of student (on request) on the prescribed proforma before passing class 5th examination, as per rules

### **Teacher Professional Development**

1. Ensure a transparent nomination of teachers for professional development activities.
2. Visit and observe teacher professional development activities.
3. Inspect the LTRCs to check their working and performance.

## **C. Office Management**

### **General duties**

1. Occasionally check service books and personal files of staff and ensure that these are maintained properly, and that the required entries in the service books are being made in a timely manner.

### **Correspondence and record keeping**

1. Receive all correspondence including urgent, immediate, confidential letters, and mark them to the concerned Officers.
2. Ensure record of such correspondence and also ensure that these have been dealt with promptly/properly.
3. Sign all DO letters and approve draft of important letters, notifications, office orders and financial sanctions.
4. Ensure proper maintenance and safe custody of office records and keep all confidential

records under lock and key.

5. Maintain movement register regarding his/her visits

### **Meetings**

1. Attend official meetings or depute DDEO to attend according to the situation.
2. Call meetings of the office staff and head of institutions to discuss matters relating to the functioning and issues of the office/institutions, as and when needed.

## **D. Planning and Development**

### **Data collection**

1. Coordinate with IMU/DSC and provincial EMIS to ensure that data is collected, reported and analysed.
2. Review data collected on a regular basis to identify and take action to improve quality and access to education in the district, including recognition for good performance.

### **Annual Development Plan**

1. Attend ADP meetings in Finance, Elementary & Secondary Education Department, P&D Department and other forum, whenever required and justify district education schemes in such meetings/forums.
2. Conduct need assessment and prepare short and long-term plans with the help of DDEO and SDEOs and submit the same to the Directorate of E&SED in a timely manner for appropriate action.

### **PC I – PC IV preparation**

1. After reviewing PC II documents, visit proposed sites where necessary.
2. Check and countersign all relevant PC I, II, III, IV documentation and ensure timely submission of correct and completed documents to the Directorate/Department.
3. Follow up to ensure approval of the PC-I.

### **Proposals for new schools, school up-gradation, additional facilities and playgrounds**

1. Ensure need based identification and formulation of development schemes.
2. Supervise preparation of proposals for the establishment of new schools as well as for up-grading existing schools in accordance with the planning criteria, and ensure that new schemes are included in the ADP.
3. Check and countersign schemes for new schools, upgrading existing schools to the next level, construction of additional classrooms/facilities as per planning criteria and forward schemes to the Directorate/Department for approval.
4. Check proposals for purchase of land for playgrounds according to the need and availability of funds.

### **School construction work, repairs and maintenance**

1. Inspect or ensure inspection of under construction sites and prepare reports about the quality and progress of work for submission to the Director E&SED and C&W Department.
2. Inspect or ensure inspection of completed buildings and compare with administrative approval/PC-I and Bill of Quantities (BOQs) etc., and countersign the PC-IV.
3. Check and countersign lists of schools which need special, major, minor, petty repairs and forward it to the concerned department, according to the amount allocated for this purpose.



### **E. School Inspection**

1. Ensure that all schools are inspected at least once a year or as and when required.
2. Inspect Government High & Higher Secondary Schools at least once a year and more frequently, as required.
3. Remain on tour ten days in a month excluding emergency visits.
4. Approve annual inspection and tour programmes of the DDEO and SDEOs on monthly basis and occasionally monitor the inspections carried out as per approved schedule along with the inspection reports of concerned officials.
5. Prepare tour notes, inspection notes and record observations in school log books.
6. Forward tour notes to the Director E&SED for perusal and action as per rules.
7. Go through the tour/inspection notes of the DDEO and SDEOs and ensure follow-up actions and implementation of the instructions issued by inspection officers from time to time.

### **F. Community Involvement in Education**

1. Ensure PTCs are active and are functioning properly.
2. As needed, hold meetings with school PTCs and accommodate their suggestions and ideas and take remedial steps for solving their problems.
3. Consolidate and send lists of schools for allocation of funds for classrooms consumables and repairs and occasionally check the expenditure/utilization of funds placed at the disposal of PTCs.
4. Ensure that PTC funds are distributed according to the instructions/criteria of finance department and that the amount has been spent properly and according to the rules and instructions.
5. Attend meetings (where necessary and possible) with the elders of the communities to discuss importance of community participation in schools affairs.
6. Initiate mass awareness campaign to bring out of school children/youth to school and to eradicate illiteracy in the district with the help of community/ NGOs/CBOs/CCBs/elected representatives.

### **G. Private schools**

1. Visit private high/higher secondary schools and ensure that the concerned officer is inspecting middle and primary schools regularly.
2. Ensure data collection from private schools in the annual school census.
3. Initiate/recommend appropriate action against private schools (primary, middle, high and higher secondary) offering poor quality education or violating government rules.
4. Act as the Chairperson for the registration and affiliation committee

### **H. Physical Education and Co-Curricular Activities**

1. Coordinate school sports activities with the District Sports Organization.
2. Inspect physical education provision during school inspections and make suggestions for improvement.
3. Ensure that sports facilities in the district are maintained.
4. Initiate proposal for allocation of funds for such activities.
5. Attend sports events and Girls Guide/Scouting/Shahen camps, preside over these events and distribute prizes.
6. Nominate suitable persons from staff/students for civil defence training through concerned DDEO and SDEOs, as and when required.
7. Ensure annual tree planting activities by education offices and schools.
8. Act as District Scout Commissioner, in case of DEO (M).

## **I. Other responsibilities**

### **Attend to Assembly business**

### **Act as Public Information Officer for the E&SED at the district level**

#### **Court cases**

1. Initiate disciplinary proceedings against the defaulters/defaulting officials/officers.
2. Ensure that government pleaders in court cases are properly assisted and relevant record provided to them in a timely manner so that cases are not delayed.
3. Ensure attendance of a departmental representative in all type of court case.
4. Ensure that a comprehensive record of cases and attendance is maintained.

#### **President /PM /Governor/CM directives**

1. Monitor prompt disposal and timely implementation of all directives.
2. Convene periodic meetings to update progress on the implementation of directives.
3. Refer back to the Directorate of E&SED any directive which is not in accordance with rules.
4. Inform persons/departments concerned keeping in view the rules of business.

#### **Any other tasks assigned by the competent authority**

## Competencies required for the position of District Education Officer

<b>Technical Competencies</b>
Identifies critical issues in any problem
Reliably applies own technical knowledge to solve problems
Evaluates solutions based on own technical knowledge
Makes appropriate use of common computer applications
Gathers as much information as possible before making a decision
Interprets qualitative and quantitative data to understand a situation and plan action
Considers risks involved in a decision
Consults others when needed prior to making a decision
Learns from own and others experience
Applies relevant rules and regulations to the work process
<b>Management Competencies</b>
Establishes priorities, sets expectations and defines accountabilities over a specified timeframe
Maintains and articulates a focus on results
Ensures that work plans are developed to meet requirements of the office and the E&SED
Plans and schedules own work to meet requirements of the office and the E&SED
Monitors progress and quality of own work and makes adjustments as required
Monitors progress and quality of work completed by the team and makes adjustments as required
<b>Personal effectiveness competencies</b>
Prioritizes work to ensure that urgent and important work is completed
Allocates appropriate time and resources to tasks and plans
Uses time effectively to meet deadlines
Delegates work appropriately
Coaches and advises team members
Seeks advice and feedback from colleagues to improve personal performance
Applies professional ethics and rules of conduct
Highlights/brings to attention potential problems and issues
<b>Communications and teamwork competencies</b>
Conveys ideas, arguments and thoughts logically
Confidently and clearly supports own decisions in meetings and discussions
Structures written communication clearly, with correct grammar and punctuation (English & Urdu)
Takes ownership of decisions and actions taken by the office of the DEO
Takes ownership of own decisions and actions taken
Recognizes strengths and weaknesses of self, individual team members and team as a whole
Respects team members for their differing contributions
Makes suggestions to improve team effectiveness

## **Job Description: Deputy District Education Officer (DDEO)**

### **A. Financial Management**

The DDEO is the Drawing and Disbursing Officer for the DEO office, and for all middle schools in the district.

#### **Budget**

1. Ensure that no irregularity is committed due to incorrect withdrawals of salaries or other budget line items.
2. Check and consolidate developmental and recurring budgets of both secondary and primary sub-sectors.
3. Compare the proposed budget with last year budget and submit to the DEO for perusal and further action.
4. Monitor the utilization of budget, special grants, flow of expenditure throughout the year, and ensure that the expenditure does not exceed the released amount and that it is being incurred for the purposes for which the amount has been provided in the budget book.
5. Check the First and Second lists of excess and surrender, supplementary budget, modified grants and special grants of his/her own office and offices of the SDEOs, High and Higher Secondary Schools and submit the same to the DEO for further action.

#### **SNE**

Check the SNE prepared by the staff of his/her own office and SDEOs/Principals/ Headmasters and submit the same to the DEO for further action.

#### **Scrutiny and Submission of Bills**

1. Scrutinize and submit TA Bills, MRC Bills, GP Fund Advance and sign the TA bills of staff and teachers/headmasters, principals and submit them to the DEO for countersignature.
2. Check and process the cases of Benevolent Fund, Group Insurance and all types of advances for approval by the DEO as per rules/delegation of powers.

#### **Maintenance of Cash Book**

Ensure maintenance of cashbook, contingent register, stock registers, check and sign cashbook, contingent register after verifying from bills/receipts and payments and ensure that entries have been made in the stock registers correctly and neatly.

#### **Pay Bills, AC Bills, DC Bills, and Scholarship**

Check and sign Pay bills, AC and DC bills of his/her office and process bills of the offices of SDEOs and Government High and Higher Secondary Schools, and scholarship bills of students in the district for countersignature of the DEO.

#### **Purchases**

Check the requirements and arrange purchases for the office, middle, high, and higher secondary schools, based on the availability of budget and after observing codal formalities through the District Purchase Committees, calling quotations/tenders, checking of comparative statements, execution of agreement deeds, placement of supply orders, monitoring receipts and inspection of stores, checking stock receipts and entries, and ensure timely distribution of stores to the concerned offices/schools with the approval of the DEO, as per procurement rules.

#### **Collection and distribution of Free Text Books**

Ensure collection and distribution of text books to all the government middle/high and higher

secondary schools in the districts through the ADEO (Sports).

### **Monthly/Quarterly/Yearly statement of expenditure and receipt**

1. Ensure correct and timely reconciliation of receipt statements of his/her office and offices of the SDEOs/High and Higher Secondary Schools and submit in consolidated form to the DEO for further action.
2. Ensure timely preparation of monthly, quarterly and yearly statements of expenditure of his/her office, and get the same from all offices of SDEOs /Principals/Headmasters duly reconciled with the District Accounts Office and submit the same in a consolidated form to the DEO for onward submission to the Director E&SED.

### **Audits of Accounts**

1. Conduct internal audit of Middle, High, and Higher Secondary Schools, SDEO Offices in the district through B&A Officer/any other officer with approval of the DEO.
2. Prepare replies to external audit paras relating to his/her office and check replies submitted by SDEOs /Principals and Headmasters.
3. Attend audit meetings as required on behalf of the DEO.
4. Follow up of audit findings.

### **Other financial management responsibilities**

1. Process rent cases of office buildings and schools as per delegation of powers and get approval of the DEO/Director, E&SED as per rules.
2. Process investigation of arrear claims for approval of the DEO as per delegation of powers.
3. Obtain lists of unserviceable articles and transfer the same to Dead Stock Register with approval of the DEO.
4. Process pay bills and other bills signed by the SDEOs, Principals and Head Masters for countersignature of the DEO as per Government policy/rules.
5. Ensure provision of budget and timely payment of all kind of utility bills/dues i.e. Electricity, Telephone, Water, Gas, Newspapers etc.

## **B. Human Resource Management**

### **Appointments**

1. Keep regular record of all vacant posts of every category of the district staff of E&SED and get these verified from record.
2. Advertise vacancies in the press as provided in the rules after approval of the DEO.
3. Attend meetings of the Recruitment Committee and prepare merit based lists of selected candidates, and issue appointment orders with the approval of the DEO/competent authority as provided in the rules.
4. Observe quotas reserved for all categories.

### **Seniority Lists**

1. Prepare seniority lists of staff working in his/her office, /Middle /High /Higher Secondary Schools as well as of ministerial staff and scrutinize these lists.
2. Process seniority lists of employees from BPS 1-15 for approval of the DEO.
3. Submit data of BPS 16 and above (provincial cadre) to the Directorate of E&SED by end of September every year for consolidation and further action if required.

### **Grant of Leave**

1. Process leave cases of staff up to BPS-15, as per provisions contained in the Government of Khyber Pakhtunkhwa Revised Leave Rules 1981 for approval of the DEO/competent authority.

2. Prepare, scrutinize and submit leave cases of staff in BPS-16 and above to the DEO for onward submission to the Director E&SED.
3. Process and submit ex-Pakistan leave cases to the DEO for onward submission to Director E&SED.

### **Transfers and promotions**

1. Attend meetings of the committee for posting/transfers and prepare transfer proposals of ministerial, teaching staff/class IV servants.
2. Process transfer orders after approval of the DEO/competent authority as per government rules.
3. Process promotion cases of all staff up to BPS-15 in the district cadre for approval of the DEO as per prescribed procedure and rules.
4. Submit promotion cases of the staff in BPS-16 and above, with the recommendation of the DEO to the Director E&SED.
5. Check and process cases of upper age limit and submit them to the DEO for appropriate action as provided under the rules.

### **Staff Evaluation/Performance Evaluation Reports (PERs)**

1. Circulate instructions in December every year to SDEOs, Principals and Headmasters for writing PERs of their staff.
2. Write Performance Evaluation Reports (PERs) of his/her staff in January each year.
3. Write PERs of BPS16-19 teaching cadre officers within the district and SDO, ADEOs, B&AO and other staff in his/her office.
4. Submit PERs to the higher authority as provided in the prevailing instructions from the Government of Khyber Pakhtunkhwa.
5. Keep all Performance Evaluation Reports - PERs (complete in all respects) under lock and key of officers in BPS 16 to 19.
6. Furnish certificate in the month of February to the DEO to the effect that PERs pertaining to all offices, and schools have been written/countersigned.

### **Maintenance of personal files/confidential record**

1. Monitor maintenance of personal files of teachers/office staff and other office record.
2. Ensure that confidential records are kept under lock & key.

### **Inquiries/Taking disciplinary action**

1. Conduct enquiries in light of prevailing Government of Khyber Pakhtunkhwa rules, as and when authorized by the DEO/Director E&SED.
2. Propose nomination of enquiry officer(s) for certain cases to the DEO.

### **Honorarium/overtime allowances**

1. Check and process cases of honorarium and overtime allowances of teaching and non-teaching staff in BPS-1 to BPS-15 as per policy and rules notified by the government.
2. Check and process the cases of honorarium and overtime allowances and submit them to the DEO as per rules.

### **Pension Cases**

1. Issue instructions to all subordinate offices i.e. SDEOs, Principals and Headmasters of High/Higher Secondary Schools to prepare and submit pension cases of all the retiring/retired officers/officials and dispose these cases promptly, as required under the rules.
2. Check and process pension cases of district cadre employees for submission to the DEO while those of the provincial cadre employees are sent to the Director E&SED.

### **Departmental Permission for Exams**

1. Process cases for permission in respect of the Officials/Officers up to BPS-16 to appear in examinations to improve their qualifications for approval of the DEO as per Government of Khyber Pakhtunkhwa rules.
2. Process cases for permission in respect of Officials/Officer in BPS 17 and above for submission to the Directorate of E&SED with approval of the DEO.

### **Changes and corrections to student records**

1. Process cases of correction/change in names of students (on request) if students are still in schools after observing necessary codal formalities in accordance with the rules for approval of the DEO.
2. Process cases of corrections in the date of birth of student (on request) on prescribed proforma before passing class 5th examination, as per rules

### **C. Office Management**

#### **Correspondence and record keeping**

1. Receive all correspondence i.e. urgent and immediate, confidential and D.O letters marked to him/her by the DEO, initial and mark them to the relevant branches through his/her office superintendent/ADEO and keep record of such correspondence in the office.
2. Ensure that mail is dealt with promptly.
3. Process all D.Os, important letters, notifications and financial sanctions and submit to the DEO for signature.
4. Ensure that office record and files are maintained properly.
5. Ensure that all confidential record is kept under lock and key.
6. Monitor the movement of files so that cases are not unnecessarily delayed.
7. Maintain movement register regarding his/her visits.

#### **Purchases and maintenance of stock**

1. Facilitate the DEO to make sure that all purchases are strictly according to the budget and as per procurement rules.
2. Ensure proper entries in the relevant stock register.
3. Ensure proper inspection of stores.
4. Ensure proper distribution and utilization of new purchases.
5. Inspect and verify office and schools stock and records.

#### **Service Book**

1. Ensure proper maintenance and safe custody of service books of his/her staff in the office as well as staff of middle schools.
2. Sign entries as and when required.
3. Check entries in the service books annually, as and when required under rules.

#### **Other duties**

2. Ensure that all the functions of the office have been assigned and that no function has been left un-assigned.
3. Ensure the professional and tidy appearance of the office.
4. Ensure that all staff has sufficient furniture, space and necessary equipment and materials to carry out their work efficiently.
5. Prepare agenda for general meetings, issue letters and make arrangements for meetings.
6. Record and issue minutes of all internal meetings and follow up decisions recorded.
7. Circulate new rules and regulations to schools and offices.

## **D. Planning and Development**

### **Data Collection/EMIS**

3. Supervise and monitor the activities of District EMIS.
4. Review data collected on a regular basis to identify and take action to improve education in the district, including recognition for good performance.

### **Preparation of ADP**

1. Scrutinize the Annual Development Programme prepared by the ADEO (P&D).
2. Prepare short and long-term plans and sign and submit to the DEO for approval/countersignature.
3. Assist the DEO in the supervision and monitoring of developmental projects/schemes.
4. Accompany the DEO to attend ADP meetings at various levels or attend meetings independently (if required), and defend and justify the demands / proposals / schemes.

### **PC I – PC IV preparation**

1. Check all relevant forms, sign and submit the same to the DEO in a timely manner for countersignature and see that these have been correctly filled in.
2. Ensure follow up of all schemes.
3. Visit proposed sites (if necessary), examine the feasibility reports (PC II) as per planning criteria and submit the same to the DEO for countersignature.

### **Proposals for establishing of new schools, school up-gradation and additional facilities**

1. Check proposals for establishing of new schools according to the planning criteria and that these have been included in the ADP.
2. Submit proposals to the DEO for approval/countersignature.
3. Check proposals to upgrade schools as per planning criteria and sign and submit to the DEO for countersignature.
4. Check consolidated lists of schools for provision of additional classrooms, basic facilities i.e boundary walls and latrines etc. as per criteria/need basis, sign and submit to the DEO for countersignature.
5. If land is to be purchased, check proposed sites and the cost of the land and submit report to the DEO along with all related documents for further action.

### **School construction, repair and maintenance**

1. Scrutinize and check the consolidated lists of all types of repairs with the estimates/total amount sign and submit to the DEO for countersignature.
2. Inspect the under-construction buildings, identify defects/deficiencies (if any), submit reports with photographs to the DEO and ensure maintenance of monthly progress and record of all sites through the ADEO (P&D).
3. Inspect the buildings and ensure that the completed buildings have no defects/deficiencies.
4. Sign the handing/taking over certificates and submit report to the DEO for countersignature and taking over of the buildings.
5. Obtain certificate of C&W Department for declaring any building dangerous or demolish-able, check advertisement of C&W Department and submit report to the DEO for auction of buildings.



## **E. School Inspection**

### **School supervision/ inspection**

1. Conduct inspections and surprise visits to Government Middle/High Schools (at least six days per month).
2. Ensure that co-curricular activities are carried out regularly.
3. Ensure that distribution of work and timetables are available in the classrooms and are followed.
4. Also ensure that all teachers have maintained teacher diaries and that distribution of work are strictly followed.
5. Recommend annual inspection and monthly tour programmes by SDEOs and ADEOs to the DEO for approval.
6. Occasionally check to make sure that inspections are carried out as per approved schedule.
7. Prepare tour notes/inspection notes and record observations in the school log book.
8. Scrutinize the tour notes/inspection notes of the SDEOs/ADEOs and ensure proper follow up/implementation of instructions issued from time to time.
9. Meet representatives/prominent figures in school communities and occasionally attend PTC meetings and distribution of PTC funds.

### **Teacher absenteeism**

1. Monitor teacher absenteeism.
2. Initiate action against absent teachers as per rules and procedures.
3. Maintain comprehensive records of such cases and actions taken.
4. Submit monthly report on action against teacher absenteeism to the DEO for information and necessary action.

### **Checking of funds and user charges if and when assigned by DEO**

1. Ensure that students funds/user charges are being collected in schools as per Government rates, and that a record is properly maintained and funds are utilized for the purpose for which they are collected in the best interest of students.
2. Check record occasionally during inspection of schools.

## **F. Professional Development**

### **Staff Development**

Formulate plans to train all office staff in management and planning and prepare them for new responsibilities and challenges.

### **In-service teacher professional development**

1. Check and finalize the lists of teachers for in-service training/short term courses.
2. Supervise and ensure timely and proper conduct of professional development activities.
3. Make occasional checks of the LTRCs/Circle Offices.

## **G. Additional responsibilities**

### **Directives from the President/PM/ Governor/CM**

5. Monitor prompt disposal and timely implementation of all directives.
6. Convene periodic meetings to update progress on the implementation of directives.
7. Refer back to the Directorate of E&SE any directive which is not in accordance with rules.
8. Inform persons/departments concerned keeping in view the rules of business.

**Court Cases**

5. Ensure that government pleaders in court cases are properly assisted and relevant record provided to them in a timely manner so that cases are not delayed.
6. Ensure attendance in court by the government representative.
7. Ensure that a comprehensive record of cases and attendance is maintained.

**Any other duties as assigned by the competent authority.**

## Competencies required for the position of Deputy District Education Officer

<b>Technical Competencies</b>
Identifies critical issues in any problem
Reliably applies own technical knowledge to solve problems
Evaluates solutions based on own technical knowledge
Makes appropriate use of common computer applications
Gathers as much information as possible before making a decision
Interprets qualitative and quantitative data to understand a situation and plan action
Considers risks involved in a decision
Consults others when needed prior to making a decision
Learns from own and others experience
Applies relevant rules and regulations to the work process
<b>Management Competencies</b>
Establishes priorities, sets expectations and defines accountabilities over a specified timeframe
Maintains and articulates a focus on results
Ensures that work plans are developed to meet requirements of the office and the E&SED
Plans and schedules own work to meet requirements of the office and the E&SED
Monitors progress and quality of own work and makes adjustments as required
Monitors progress and quality of work completed by the team and makes adjustments as required
<b>Personal effectiveness competencies</b>
Prioritizes work to ensure that urgent and important work is completed
Allocates appropriate time and resources to tasks and plans
Uses time effectively to meet deadlines
Delegates work appropriately
Coaches and advises team members
Seeks advice and feedback from colleagues to improve personal performance
Applies professional ethics and rules of conduct
Highlights/brings to attention potential problems and issues
<b>Communications and teamwork competencies</b>
Conveys ideas, arguments and thoughts logically
Confidently and clearly supports own decisions in meetings and discussions
Structures written communication clearly, with correct grammar and punctuation (English & Urdu)
Takes ownership of decisions and actions taken by the office of the DEO
Takes ownership of own decisions and actions taken
Recognizes strengths and weaknesses of self, individual team members and team as a whole
Respects team members for their differing contributions
Makes suggestions to improve team effectiveness

## **Job Description: Assistant District Education Officer Establishment (Primary)**

### **Position Summary**

The Assistant District Education Officer Establishment (Primary) works under the supervision of the DDEO.

### **Job Description**

#### **A. Human Resource Management**

##### **Appointments, promotions, transfers and leave**

Provide assistance to the Recruitment Committee/DDEO with the following tasks:

1. Identify and consolidate lists of vacant posts in the field (Primary Schools).
2. Prepare advertisements for all the vacant posts.
3. Scrutinize applications and documents,
4. Make arrangements for tests and interviews.
5. Prepare merit lists.
6. Maintain confidentiality and safe custody of records.
7. Draft appointment orders as per merit and rules and put up to the DEO through the DDEO.
8. Help ensure transparency in the recruitment process and ensure that quotas are observed.
9. Consolidate and submit seniority lists prepared by SDEOs for primary schools/ministerial/class IV staff for approval by the DEO through DDEO.
10. Prepare promotion cases and submit file(s) to the Dy. DEO for appropriate action and implement orders of the DEO.
11. Process transfer proposals submitted by SDEO(s) and submit to the DDEO for consideration and further action/orders of the DEO.
12. Process all types of leave cases for primary school teachers, staff and submit to the DDEO for perusal and further orders of the DEO.

##### **Pension cases**

1. Check, scrutinize and keep record of pension cases of all staff in primary schools.
2. Ensure quick disposal of pension cases as required under the rules pertaining to his/her section.

##### **Staff Evaluation/ Performance Evaluation Reports (PERs)**

1. Collect PERs of ASDEO/Superintendent from SDEO(s) and submit to the DDEO for countersignature in January each year and maintain PERs record of all concerned officers.
2. Ensure that PERs are stored under lock and key.

##### **Court Cases and complaints**

1. Facilitate court cases regarding establishment section i.e. appointment; transfer etc. pertaining to primary schools.
2. Assist the government pleaders in the preparation of court cases.
3. Attend courts when required and maintain attendance record.
4. Maintain record pertaining to court cases and apprise the DEO in writing about the progress.
5. Process cases and keep record of all complaints and put up to the DDEO for redressal under intimation to complainants.

### **Other Human Resource Management tasks**

1. Process cases from the Superintendent for relaxation of upper age limit and put up to the DDEO for further action.
2. Maintain record of staff statements for primary schools.
3. Maintain record of PTCs, community participation and rationalization of staff deployment.
4. Process cases of honoraria, advance increments and overtime allowances (if any) as per rules for submission to the DDEO.
5. Process cases related to directives from the President, PM, Governor and CM as per rules pertaining to primary schools' establishment and maintain proper record.

### **B. Teacher Professional Development**

#### **In-Service Professional Development**

1. Prepare lists of primary school teachers nominated for professional development activities.
2. Maintain proper record of professional development activities of primary school teachers.
3. Process nomination of teachers of primary schools for advance training/education.

#### **LTRCs**

1. Maintain lists of LTRCs and schools attached to each LTRC.
2. Keep himself abreast with activities of LTRCs and inform the DEO accordingly.

### **C. School Inspection and Supervision**

#### **Inspection/visits to primary schools**

1. Occasionally visit primary schools if desired by the DEO or DDEO.
2. Follow-up reports of visits to primary schools prepared by visiting officers, maintain records of such visits and propose actions in light of the reports.
3. Compare recent visit reports with previous reports and indicate improvement in enrolment and performance from the previous years.
4. Put up visit reports to the DEO for further action/consideration.

#### **Stock Maintenance & Distribution**

1. Act as in-charge of stock purchased for primary schools by the DEO and maintain district stock register, if any.
2. Obtain lists of requirements from SDEO(s) for primary schools and forward to the DEO, if any.
3. Handover stocks to the SDEO(s) for onward distribution to concerned primary schools, if any.

#### **Data Collection**

Ensure that data collected from primary schools by the SDEO(s) is passed to the Assistant Programmer.

### **D. Community Participation in Education**

1. Assist the DEO/SDEO(s) in formation & functioning of PTCs in primary schools.
2. Attend PTC meetings at primary schools as required by the DEO.
3. Coordinate PTC capacity building activities.

**E. Other tasks**

1. Consolidate district plan of Education for All (EFA) for implementation.
2. Pass on information about celebration of national days at primary schools to the DEO.
3. Assist the DEO in community awareness campaigns.
4. Assist the DEO in contacting different organizations/agencies for technical and financial assistance for education programmes.
5. Assist the DEO in approaching the print/electronic media to prepare communication materials.
6. Assist DDEO in arranging meetings of the DEO with representatives of communities and attend these meetings.

**F. Any other task requested by the competent authority**

## Competencies required for the position of Assistant District Education Officer Establishment (Primary)

<b>Technical Competencies</b>
Identifies critical issues in any problem
Reliably applies own technical knowledge to solve problems
Evaluates solutions based on own technical knowledge
Makes appropriate use of common computer applications
Gathers as much information as possible before making a decision
Interprets qualitative and quantitative data to understand a situation and plan action
Considers risks involved in a decision
Consults others when needed prior to making a decision
Learns from own and others experience
Applies relevant rules and regulations to the work process
<b>Management competencies</b>
Plans and schedules own work to meet requirements of the office and the E&SED
Monitors progress and quality of own work and makes adjustments as required
<b>Personal effectiveness competencies</b>
Prioritizes work to ensure that urgent and important work is completed
Allocates appropriate time and resources to tasks and plans
Uses time effectively to meet deadlines
Seeks advice and feedback from colleagues to improve personal performance
Applies professional ethics and rules of conduct
Highlights/brings to attention potential problems and issues
<b>Communications and teamwork competencies</b>
Conveys ideas, arguments and thoughts logically
Confidently and clearly supports own decisions in meetings and discussions
Structures written communication clearly, with correct grammar and punctuation (English & Urdu)
Takes ownership of decisions and actions taken by the office of the DEO
Takes ownership of own decisions and actions taken
Recognizes strengths and weaknesses of self, individual team members and team as a whole
Respects team members for their differing contributions
Makes suggestions to improve team effectiveness

## **Job Description: Assistant District Education Officer Establishment (Secondary)**

The Assistant District Education Officer Establishment (Secondary) works under the direct supervision of the DDEO.

### **JOB DESCRIPTION**

#### **A. Human Resource Management**

##### **Appointments, promotions, transfers and leave**

Assist the Recruitment Committee with the following tasks:

1. Assess vacant posts in the field (middle, secondary and higher secondary schools) and offices.
2. Prepare advertisements for all the vacant posts.
3. Scrutinize applications and documents.
4. Make arrangements for tests and interviews.
5. Prepare merit lists.
6. Maintain confidentiality and safe custody of records.
7. Draft appointment orders as per merit and rules and put up to the DEO through the DDEO.
8. Help ensure transparency in the recruitment process and that quotas are observed.
9. Prepare promotion cases and submit the file(s) to the DDEO for appropriate action and implement the orders of the DEO
10. Prepare transfer proposals of his/her office staff and middle/secondary/higher secondary school teachers and submit to the DDEO for consideration and further action/orders of the DEO.
11. Process all types of leave cases and submit to the DDEO for perusal and further orders of the DEO.

##### **Pension cases**

1. Check, scrutinize and keep record of pension cases of all staff in middle/secondary/ higher secondary schools.
2. Ensure quick disposal of pension cases as required under the rules pertaining to his/her section.

##### **Seniority List**

1. Prepare and consolidate seniority lists of all middle/secondary/higher secondary school teachers.
2. Put up seniority lists to the DEO for information and further action.

##### **Staff Evaluation/ Performance Evaluation Reports (PERs)**

1. Collect PERs of subordinate district cadre staff through superintendent and submit to the DDEO for countersignature by the competent authority in January each year and maintain PERs record of all concerned officers/officials/ teaching staff.
2. Ensure that PERs are stored under lock and key.
3. Inform writing of PERs to all concerned in January each year.
4. Collect PERs of grade 20 officers for reporting of the DEO and submit to Director E&SE for counter signature.
5. Collect PERs of grade 16 – 19 officers for reporting/countersigning of the DDEO/DEO.



### **Court Cases and complaints**

1. Facilitate court cases regarding establishment section pertaining to middle/secondary/ higher secondary schools.
2. Assist government pleaders in the preparation of court cases.
3. Attend courts when required and maintain attendance record,
4. Maintain record pertaining to court cases and apprise the DEO about the progress.
5. Process cases and keep record of all complaints; put up the same to the DDEO for action/redressal.

### **Other tasks**

1. Process cases from the Superintendent for relaxation of upper age limit and put up to the DDEO for further action.
2. Maintain record of staff statements for middle/secondary/higher secondary school staff.
3. Maintain record of PTCs, community participation and rationalization of staff deployment.
4. Process cases of honoraria, advance increments and overtime allowances (if any) as per rules for submission to the DDEO.
5. Process cases related to directives from the President, PM, Governor and CM as per rules pertaining to middle schools' establishment and maintain proper record
6. Prepare and maintain Services Books/Personal Files for staff of middle/secondary/ higher secondary schools.

## **G. Teacher Professional Development**

### **In-Service Professional Development**

1. Prepare lists of middle/secondary/higher secondary school teachers to be nominated for in-service teacher training/short term teacher Trainings.
2. Maintain proper record of teacher professional development activities.
3. Process nomination of teachers of middle schools for advance training/education.

## **H. School Inspection and Supervision**

### **Inspection/visits to middle schools**

1. Occasionally visit middle/secondary/higher secondary schools as desired by the DEO.
2. Follow-up reports of visits to middle/secondary/higher secondary schools prepared by visiting officers, maintain records of such visits and propose actions in light of the reports.
3. Compare recent visit reports with previous reports and indicate improvement in enrolment and performance from the previous years.
4. Put up visit reports to the DEO for further action/ consideration.

### **Stock Maintenance & Distribution**

1. Act as in-charge of stock purchased for middle/secondary/higher secondary schools and maintain stock registers.
2. Obtain lists of requirements from middle/secondary/higher secondary schools, and forward to the DEO.
3. Handover stocks to concerned schools.

### **Data Collection and Compilation**

1. Collect data from middle/secondary/higher secondary schools.
2. Ensure that data collected is shared with the Assistant Programmer.

## **I. Community Participation in Education**

1. Assist the DEO in formation and functioning of PTCs in middle/secondary/higher secondary schools.
2. Attend PTC meetings as and when needed and take active part in meetings as representative of the DEO.
3. Build capacity of PTCs.

### **Other tasks**

1. Pass on information about the celebration of national days to the DEO and middle/secondary/higher secondary schools.
2. Assist the DEO in community awareness campaigns.
3. Assist the DEO in contacting different organizations/agencies for technical and financial assistance for education programmes.
4. Assist the DEO in approaching the print/electronic media to prepare communications materials.
5. Assist DDEO in arranging meetings of the DEO with representatives of communities and attend these meetings.

### **J. Meetings**

1. Assist in arranging meetings of Headmasters/principals of Middle/High/Higher Secondary Schools, as and when required.
2. Prepare meeting's agenda as well as minutes of the meetings and ensure its circulation among the institutions.
3. Maintain attendance of meeting's participants and issue attendance certificates to the Headmasters/Principals through the DDEO.
4. Circulate related notifications issued from time to time by the Government of KP amongst the institutions.

### **K. Any other tasks assigned by the competent authority.**

## Competencies required for the position of Assistant District Education Officer Establishment (Secondary)

<b>Technical Competencies</b>
Identifies critical issues in any problem
Reliably applies own technical knowledge to solve problems
Evaluates solutions based on own technical knowledge
Makes appropriate use of common computer applications
Gathers as much information as possible before making a decision
Interprets qualitative and quantitative data to understand a situation and plan action
Considers risks involved in a decision
Consults others when needed prior to making a decision
Learns from own and others experience
Applies relevant rules and regulations to the work process
<b>Management competencies</b>
Plans and schedules own work to meet requirements of the office and the E&SED
Monitors progress and quality of own work and makes adjustments as required
<b>Personal effectiveness competencies</b>
Prioritizes work to ensure that urgent and important work is completed
Allocates appropriate time and resources to tasks and plans
Uses time effectively to meet deadlines
Seeks advice and feedback from colleagues to improve personal performance
Applies professional ethics and rules of conduct
Highlights/brings to attention potential problems and issues
<b>Communications and teamwork competencies</b>
Conveys ideas, arguments and thoughts logically
Confidently and clearly supports own decisions in meetings and discussions
Structures written communication clearly, with correct grammar and punctuation (English & Urdu)
Takes ownership of decisions and actions taken by the office of the DEO
Takes ownership of own decisions and actions taken
Recognizes strengths and weaknesses of self, individual team members and team as a whole
Respects team members for their differing contributions
Makes suggestions to improve team effectiveness

## **Job Descriptions: Assistant District Education Officer, Planning & Development**

The Assistant District Education Officer Planning & Development in the district is under the direct supervision of the DDEO.

### **A. Planning and Development**

#### **Proposals for establishing new schools, upgrading schools, and additional facilities**

1. Prepare and scrutinize proposals for the establishment of new schools received from SDEOs, request from communities/elected representatives and process on need basis as per criterion.
2. Visit sites to ensure that the proposal is according to the Government prescribed criteria.
3. Prepare consolidated list of schools proposed for up-grading to next level with all the relevant supporting information supplied by SDEOS/Principals/headmasters/headmistresses and submit the same to the DDEO for perusal and onward submission to DEO.
4. Prepare list of schools identified by PTCs/SDEOs/Principals/Headmasters/ Headmistress according to criteria set by the Government of Khyber Pakhtunkhwa and submit the same to the DDEO concerned for checking, signature and onward submission to the DEO for approval and countersignature.
5. If land is to be purchased, verify the proposed sites, prepare detail cost estimates, and submit the same to the DEOs along with copies of revenue documents received from principals/HM/SDEOs.
6. Ensure resolution of disputes pertaining to land for schools etc.

#### **Proposals for repairs**

1. Consolidate proposals for repairs received from the heads of the educational institutions with estimated cost for special, major, minor and petty repairs and submit to the DDEO.
2. Obtain detailed costs estimate from Communication and Works Department for submission to DEOs along with PC Is of the schemes.

#### **PC I – IV for schemes**

1. Prepare detailed feasibility reports (PC II) according to criteria and submit to the DDEO.
2. Prepare PC-I for new schemes with all other required documents and put up to DDEO.
3. Prepare PC-III on quarterly basis and submit to DDEO.
4. Process PC-IV and put up for checking and signature to the DEO after joint visits with the DDEO/SDEO and concerned authorities of Communications and Works Department subject to satisfactory completion of works in all respects.

#### **Directives (President, PM, Governor, CM)**

1. Consolidate directives received from different offices, check its feasibility, if feasible prepare DCEs and PC-I and submit to DEO in the light of rules and criteria.
2. Take prompt action on the disposal of cases and inform quarters concerned accordingly.

#### **Annual Development Plan, DSC and DDAC meetings**

1. Attend ADP meetings with the DEO.
2. Prepare working papers for the ADP review meetings.
3. Ensure implication of action on decisions of ADP review meetings.

4. Assist and accompany the DEO for District Steering Committee (DSC) and District Development Advisory Committee (DDAC) meetings.

#### **Development Budget**

1. Prepare development budget for primary and secondary sub-sectors, and submit to DEO.
2. Submit progress reports on utilization/expenditure of development budget.

#### **Preparation of long-term (five-year) plans**

Make need assessment and propose schemes for inclusion in long term plans with cogent reasons for their feasibility and consolidate schemes proposed by SDEOs and other offices on a proper format and submit the same to the DEO for further process in the light of population (5-9) and (10-16).

#### **Inspection of construction and progress of work**

1. Inspect progress of construction work at various stages and take remedial steps, if found substandard and submit report to the DEO/Executive Engineers concerned, give responses to all kind of relevant reports.
2. Report about the completed school buildings in the District and assist the DEO concerned in the process of taking over of the school buildings.

#### **Rented Buildings for Schools**

Process cases for acquiring buildings on rent for offices and establishing new schools and submit the same to the DDEO.

#### **B. Court Cases**

1. Prepare court cases related to P&D section.
2. Assist government pleader in the preparation of court cases.
3. Attend courts regularly and keep attendance record for P&D related cases.
4. Obtain necessary record about court cases and advise the DEO concerned about the court proceedings/cases.

#### **C. Performance Evaluation Reports (PERs)**

1. Conduct PERs of subordinate staff of the branch in the first week of January each year.
2. Submit the same to the DDEO for countersignature and further action in the second week of January.

#### **D. Coordination/Liaison**

1. Act as a Liaison Officer for Elementary Education Found (EEF) activities.
2. Act as a Liaison Officer for NGOs and CBOs activities in the district.

#### **E. Any other duties assigned by the competent authority.**

## Competencies required for the position of Assistant District Education Officer, Planning & Development

<b>Technical Competencies</b>
Identifies critical issues in any problem
Reliably applies own technical knowledge to solve problems
Evaluates solutions based on own technical knowledge
Makes appropriate use of common computer applications
Gathers as much information as possible before making a decision
Interprets qualitative and quantitative data to understand a situation and plan action
Considers risks involved in a decision
Consults others when needed prior to making a decision
Learns from own and others experience
Applies relevant rules and regulations to the work process
<b>Management competencies</b>
Plans and schedules own work to meet requirements of the office and the E&SED
Monitors progress and quality of own work and makes adjustments as required
<b>Personal effectiveness competencies</b>
Prioritizes work to ensure that urgent and important work is completed
Allocates appropriate time and resources to tasks and plans
Uses time effectively to meet deadlines
Seeks advice and feedback from colleagues to improve personal performance
Applies professional ethics and rules of conduct
Highlights/brings to attention potential problems and issues
<b>Communications and teamwork competencies</b>
Conveys ideas, arguments and thoughts logically
Confidently and clearly supports own decisions in meetings and discussions
Structures written communication clearly, with correct grammar and punctuation (English & Urdu)
Takes ownership of decisions and actions taken by the office of the DEO
Takes ownership of own decisions and actions taken
Recognizes strengths and weaknesses of self, individual team members and team as a whole
Respects team members for their differing contributions
Makes suggestions to improve team effectiveness

## **Job Descriptions - Assistant District Education Officer (Litigation)**

### **Position Summary**

The ADEO (litigation) shall work under the supervision of the DEO through the Deputy DEO and shall be responsible for litigation cases of all kinds against the department in the District. He/she shall perform the following duties:

#### **A. Court Cases**

1. Assist Government Pleaders and provide relevant record to them in time so that court cases are not delayed.
2. Attend courts and maintain proper computerized record of hearings of all cases pertaining to E&SE department in any court of law.
3. Update the DEO about the proceedings of the courts and progress of the cases filed against the Department.

#### **B. Litigation**

1. Prepare draft comments in each case and get them vetted from the Government Pleader/Advocate General, as the case may be.
2. Get the final draft of comments signed from the concerned respondents/DEOs.
3. File the comments in the respective courts in time and follow up the cases.

#### **C. Coordination with concerned officers**

1. Coordinate with ASDEOs, SDEOs, ADEOs, DDEOs, School Heads and other officers for obtaining relevant record of the cases pertaining to their respective circle offices, sections, schools, etc.
2. Coordinate with the DEO to depute a well conversant officer to attend the courts if the ADEO (litigation) is not available.
3. Prepare list of required materials, stationary, court fee etc. needed in court cases and submit the same to the DEO for approval.

#### **D. Contempt of Court (COC) Cases**

1. Deal the Contempt of Court (COC) cases on priority basis and inform the DEO about the implementation of court decisions and consequences of COC cases, if the court decisions are not implemented.
2. Keep the respective courts informed about the progress of implementation of their decisions/judgments to avoid COC proceedings.

#### **E. Filing CPLAs**

1. Obtain copies of decisions from the respective courts in each case at the earliest.
2. Examine the decisions and consult the Government Pleader/Advocate on Record/Law Department whether the case is fit for filing a CPLA in the higher courts against the decisions of the lower courts.
3. Apprise the DEO about filing CPLA and arrangement of court fee (if needed).
4. Prepare draft appeals and have them vetted from Government Pleader/Public Prosecutor/Advocate General, as the case may be.

5. Get the vetted draft of CPLA signed from concerned respondents and file the same in the respective higher court.

**F. Monitoring and Reporting**

1. The ADEO (litigation) shall be responsible for monitoring progress and follow up of all the litigation cases related to the Elementary & Secondary Education Department.
2. Inform the concerned respondents/quarters with approval of the DEO to take prompt action and implement the court decisions or file CPLAs etc.
3. Consolidate progress of the court decisions made in favor of OR against the Government, E&SE Department and maintain a computerized record of the same.

**G. Any other duty assigned by the competent authority.**



## Competencies required for the position of Assistant District Education Officer (Litigation)

<b>Technical Competencies</b>
Identifies critical issues in any problem
Reliably applies own technical knowledge to solve problems
Evaluates solutions based on own technical knowledge
Makes appropriate use of common computer applications
Gathers as much information as possible before making a decision
Interprets qualitative and quantitative data to understand a situation and plan action
Considers risks involved in a decision
Consults others when needed prior to making a decision
Learns from own and others experience
Applies relevant rules and regulations to the work process
<b>Management competencies</b>
Plans and schedules own work to meet requirements of the office and the E&SED
Monitors progress and quality of own work and makes adjustments as required
<b>Personal effectiveness competencies</b>
Prioritizes work to ensure that urgent and important work is completed
Allocates appropriate time and resources to tasks and plans
Uses time effectively to meet deadlines
Seeks advice and feedback from colleagues to improve personal performance
Applies professional ethics and rules of conduct
Highlights/brings to attention potential problems and issues
<b>Communications and teamwork competencies</b>
Conveys ideas, arguments and thoughts logically
Confidently and clearly supports own decisions in meetings and discussions
Structures written communication clearly, with correct grammar and punctuation (English & Urdu)
Takes ownership of decisions and actions taken by the office of the DEO
Takes ownership of own decisions and actions taken
Recognizes strengths and weaknesses of self, individual team members and team as a whole
Respects team members for their differing contributions
Makes suggestions to improve team effectiveness

## **Job Description: Assistant District Education Officer (Sports)**

### **Position Summary**

The Assistant District Education Officer (Sports) shall work under the control and supervision of the District Education Officer through the Deputy DEO.

### **Job Responsibilities**

1. Accompany the DEO/Deputy DEO for Inspection of schools, inspect the work of PETs and DPEs and submit written report to the DEO/DDEO.
2. Arrange competitions/hold camps with the help of PETs and DPEs in connection with Scout/Shaheen/Girl Guides and attend Jamborees.
3. Consolidate scout/girl guides funds received from schools, check these funds and its accounts in schools and maintain proper record.
4. Arrange celebrations of National, Sports and other important days at the district level.
5. Coordinate and support celebrations of National, Sports and other important days at the school level.
6. Arrange and coordinate tree plantation campaign in schools and prepare report for submission to the DEO.
7. Facilitate arrangements for annual district sports tournaments.
8. Assist in selection of the district team for private sector tournaments.
9. Act as a focal person for civil defense, consolidate lists of nominees and submit to the DEO for approval/further action.
10. Ensure collection and distribution of text books to all the government middle/high and higher secondary schools in the districts.
11. Maintain proper record of all the books collected and distributed.
12. Prepare demand of free text books annually for the schools in the district and submit it to the DDEO for further action.
13. Any other duty assigned by the competent authority.

## Competencies required for the position of Assistant District Education Officer (Sports)

<b>Technical Competencies</b>
Identifies critical issues in any problem
Reliably applies own technical knowledge to solve problems
Evaluates solutions based on own technical knowledge
Makes appropriate use of common computer applications
Gathers as much information as possible before making a decision
Interprets qualitative and quantitative data to understand a situation and plan action
Considers risks involved in a decision
Consults others when needed prior to making a decision
Learns from own and others experience
Applies relevant rules and regulations to the work process
<b>Management competencies</b>
Plans and schedules own work to meet requirements of the office and the E&SED
Monitors progress and quality of own work and makes adjustments as required
<b>Personal effectiveness competencies</b>
Prioritizes work to ensure that urgent and important work is completed
Allocates appropriate time and resources to tasks and plans
Uses time effectively to meet deadlines
Seeks advice and feedback from colleagues to improve personal performance
Applies professional ethics and rules of conduct
Highlights/brings to attention potential problems and issues
<b>Communications and teamwork competencies</b>
Conveys ideas, arguments and thoughts logically
Confidently and clearly supports own decisions in meetings and discussions
Structures written communication clearly, with correct grammar and punctuation (English & Urdu)
Takes ownership of decisions and actions taken by the office of the DEO
Takes ownership of own decisions and actions taken
Recognizes strengths and weaknesses of self, individual team members and team as a whole
Respects team members for their differing contributions
Makes suggestions to improve team effectiveness

## **Job Description: Sub Divisional Education Officer (SDEO)**

The Sub Divisional Education Officer E&SE Department is the head of office at tehsil /sub-division level and responsible for managing office of SDEO and ASDEOs Circles/offices and primary schools in the sub division. The SDEO reports to the DEO through the DDEO.

### **A. Financial Management**

#### **Budget**

1. Supervise the process of preparation of recurrent and development budgets.
2. Check the budget proposals prepared by the concerned, compare with the last year budget, finalize the proposals and then submit to the DEO for further action.
3. Utilize the budget according to the needs of schools and offices.
4. Monitor the utilization of budget, and flow of expenditure throughout the year, and ensure that the expenditure does not exceed the sanctioned amount, and that it is incurred on the items for which the amount is provided in the budget.
5. Act as Drawing Disbursing officer (DDO) for his/her own office, Circle offices and Government primary schools of the sub-division.

#### **Excesses and Surrenders**

1. Check the First and Second list of Excesses and Surrenders, supplementary budget and modified grants.
2. Submit the same to the DEO for further action.

#### **SNE**

1. Ensure that SNEs for the newly taken over schools have been prepared by the concerned staff of his/her buildings office and submit in time to DEO.
2. Prepare SNE for those schools where more teachers are required as per enrolment.

#### **Reconciliation of Expenditure**

1. Ensure that the concerned member of staff in the office has correctly reconciled the expenditure with the District Accounts Office.
2. Send to the DEO for further action on monthly basis.

#### **Sanction of Bills**

1. Process and submit bills to DEO for approval and after approval by competent authority sign bills of TA, MRC, GPF, GI, and other reimbursements and advances, as per delegated powers.
2. Scrutinize and submit to DEO other bills of officials beyond competency of SDEO for approval.

#### **Bills and Accounts Registers**

1. Sign pay bills and get these passed from District Accounts Office.
2. Occasionally check pay, AC, DC Scholarship bills and other bills, cash book, contingent registers, stock register, and see that they have been maintained correctly and are updated regularly.

#### **Purchases**

1. Ensure that purchases are made in accordance with the amount provided/shown in the budget.
2. Ensure that advertisement for the purchase of the stores have been made in the press, that

the comparative statement has been prepared, and the stores have been procured and taken on stock after due process and approval by the purchase and inspection committees as per rules.

3. Ensure that the stores have been distributed among the schools and the offices for which these were purchased or received from the DEO office and properly entered in school and office stock registers.

### **Collection and distribution of Free Text Books**

1. Ensure collection and distribution of text books to all the government primary schools in his/her sub-division through the ASDEOs.
2. Maintain proper record of all the books collected and distributed in his/her respective sub-division.

### **Other financial responsibilities**

1. Ensure preparation and submission of SOEs and receipt statements to DEO regularly.
2. Prepare lists of un-serviceable/non-perishable articles and submit to the DO for approval of the competent authority to dispose them off.
3. Check and sign cases for investigation of arrears claims as per laid down procedure.
4. Prepare rent cases of buildings acquired on rent for schools and offices as per laid down procedure and submit to DEO for seeking approval of the competent authority.

## **B. Human Resource Management**

### **Seniority Lists**

The Sub-Divisional Education Officer shall:

1. Prepare seniority lists of all teaching and non-teaching staff of Primary schools in subdivision every year on 1st December and update once in a year.
2. Forward the same to the DEO for inclusion in the District seniority list of PST teachers.
3. Also forward details of other senior staff to the DEO for inclusion in the relevant seniority lists.

### **Promotion and transfers**

1. Ensure that cases of promotion are prepared and processed for all staff in time.
2. Sanction/approve cases of staff that fall under his/her authority.
3. Submit cases of the rest of the staff to the DEO for further action.
4. Prepare transfer of the office and teaching staff and submit to DEO for approval/order.
5. Issue NOC and submit proposals for inter-tehsil transfers of the staff to DEO.
6. Intra tehsil transfer of PST are approved and ordered by SDEO on need basis as per DEO approval.

### **Grant of Leave**

1. Grant leave to the staff in BPS-1 to BPS-4, as per provisions contained in the Govt, of KPK Leave Revised Rules 1981.
2. Prepare, scrutinize and submit cases of other staff of district cadre in BPS-5 and above to the DEO for approval.
3. Submit cases of provincial cadre employees and those of ex- Pakistan leave to the DEO for onward submission to director E&SE.

### **Staff Evaluation/ Performance Evaluation Reports (PERs)**

1. Act as Reporting Officer for ASDEO and ministerial staff of his/her office.
2. Act as counter signing officer for PST teachers.

3. Complete all PERs in January each year and submit report of completion to DEO in February.
4. Plan/recommend capacity development for staff.

### **Honoraria/ Advance increments/ Overtime allowances**

Award honoraria, overtime allowances to the staff for the amount admissible under the relevant rules and with the approval/sanction of the DEO competent authority.

### **Pension cases**

1. Grant pension to employees in BPS- 1 to BPS-4 (provided powers have been delegated) and send other cases to the DEO for seeking approval from the competent authority.
2. Make sure that all pension cases are dealt with promptly.

### **C. Teacher Professional Development**

1. Intimate names of teachers for professional development to the DEO.
2. Act as in-charge of all LTRCs in the sub-division/tehsil.
3. Organize and conduct in-service teacher training in LTRCs.
4. Prepare lists of schools/ teachers in each LTRC, receive and deliver training material at LTRCs
5. Submit names and cases of NOC/ permission for teachers seeking to upgrade their qualifications.

### **D. Office Management**

#### **Correspondence**

1. Receive all correspondence addressed to him/her and mark these to the concerned ASDEOs and Superintendent
2. Maintain a record of such correspondence in the office
3. Help ensure that correspondence is dealt with promptly.
4. Mark all DAK to the office Superintendent and received by him/her personally.
5. Sign all D.Os and other important letters, notifications, and financial sanctions and see that these are dispatched without delay.
6. Monitor movement of files and ensure no unnecessary delays.
7. Maintain movement register regarding his/her visits.

#### **Maintenance of office record**

1. See that office record is maintained properly and securely.
2. Keep all confidential record in his/her own custody under lock and key

#### **Maintenance of stock**

1. Occasionally check the stores and see that the stock is kept properly, safe and secure.
2. Also ensure that the stores purchased for offices, institutions are distributed to them well in time and proper receipts have been obtained and kept in record in his/her office.
3. Also monitor that the stores purchased and provided are according to the samples/specifications.

#### **Distribution of work load/ furniture/ equipment/and accommodation**

1. Ensure that all the staff have access to equipment and materials required to carry out their responsibilities and assignments.
2. Ensure the professional appearance of the office and that there is a conducive working

environment for all staff.

### **Meetings**

1. Attend official meetings or depute representatives, if he/she is busy in other important meetings/official business.
2. Also call periodical meetings of staff and discuss matters of common interest.
3. Record and issue minutes of all the meetings and follow up actions of the decisions taken in the meetings.
4. Keep proper record of the meetings and nominate an officer of office for the purpose.

### **Maintenance of service books and personal files of the staff and other record**

Ensure that service books, personal files of the staff and other office are maintained properly and that the required entries in the service books are made in time.

## **E. Planning and Development**

### **Establishing new schools, upgrading schools, additional facilities**

1. Identify suitable areas/sites for the establishment of new schools in his/her tehsil according to the planning criteria and on need basis.
2. Provide necessary and reliable data to the DEO for up grading primary schools to middle schools.
3. Identify schools where additional class rooms /provision of basic facilities are needed.
4. Provide necessary data to the DEO about construction of additional rooms, provision of missing basic and other physical facilities.

### **Planning**

1. Provide necessary data to DEO for preparation of PC documents
2. Accompany the DEO, ADEO (P&D) and ASDEO concerned for the selection of site and facilitate the ADEO (P&D) in preparation of feasibility report as per prescribed criteria.
3. Assist the DEO in the preparation of long-term plans

### **Data collection and analysis**

1. Coordinate with the EMIS and DEMIS to collect data from public and private primary schools and to conduct the Annual Schools Census.
2. Regularly analyse data collected from schools in the sub-division to identify schools that require additional support, and to identify schools that are performing well.

### **Inspection and progress of construction work**

1. Inspect progress and quality of construction works and completed buildings and submit report to DEO as well as executing agency for corrective measures if required.
2. Assist the DEO in taking over the completed buildings, after thorough inspection and comparison with administrative approval/ PC I, PC IV and sign the completion report.
3. Prepare lists of schools in need of repairs (special, major, minor, petty repairs), and submit such proposals to DEO for including in ADP proposals.

### **Auction of govt. buildings / building materials**

Assist the DEO in identifying dilapidated/unserviceable buildings for processing cases for their auction as per rules.

## **F. School Inspection**

1. Inspect Government Primary Schools for at least twelve days every month.
2. Conduct annual inspections of each primary school in the sub-division, and surprise inspections as needed.
3. Evaluate students and teachers work, and check co-curricular and other activities during visit to the schools and record remarks/instructions in school log books on the spot.
4. Supervise the work of ASDOEs (circles) and evaluate their performance.
5. Submit completion/detailed inspection/ tour reports to the DEO in time and ensure that the courses are taught /covered according to the scheme of studies.
6. Act as a focal person for the Early Child Education at tehsil level.

## **G. Community participation in education and education campaigns**

1. Plan programmes to raise community awareness about education and literacy
2. Recommend new centres for literacy in private sector.
3. Ensure that PTCs are functional and active in primary schools and arrange activities to develop their capacity.
4. Occasionally attend PTC meetings and meet parents and public representatives to learn about their concerns and ideas for education in their community.
5. Consolidate and send lists of schools for allocation of funds for classroom consumables and repairs to DEO.
6. Supervise the expenditure/ utilization of the funds placed at the disposal of the Head Teachers/PTCs and recommend action against the defaulters.
7. Distribute funds of PTC among the schools.
8. In consultation with PTC members and as per instructions of Finance Department ensure that PTC funds are being utilized for the correct purposes.
9. Ensure the consolidation of list of out of schools children and make efforts to get these students in schools with the help of community and make efforts to increase enrolment in primary schools and decrease/ eliminate dropout.
10. Ensure special attention to the low enrolment schools.
11. Open closed/non-functional schools with the help of communities.

## **H. Private schools**

1. Conduct annual inspections and surprise visits to private primary schools.
2. Take appropriate action if required.
3. Submit report to DEO for taking appropriate action against private primary schools, which are violating rules and/or providing poor quality education.

## **I. Physical education and co-curricular activities**

1. Supervise the Physical Education activities in primary schools and ensure that proper time is allocated for sports in schools as per timetable.
2. Ensure celebration of sports days and arrange activities for Shaheen Scouting and Girl Guides in primary schools.
3. Ensure that national days are celebrated in most befitting manner so that children realize the importance of these days.
4. Preside over the celebration of national days in primary schools.
5. Ensure regular tree plantation campaigns



6. Nominate teachers, office staff and ASDEOs for civil defence training and submit names to the DEO for further action.

**L. Other duties**

1. Ensure prompt action on directives from the President/Prime Minister/Governor/Chief Minister.
2. Any other duties as assigned by the supervisor.
3. Facilitate the DEO in litigation cases.
4. Any other duties assigned by the competent authority.

## Competencies required for the position of Sub-Divisional Education Officer

<b>Technical Competencies</b>
Identifies critical issues in any problem
Reliably applies own technical knowledge to solve problems
Evaluates solutions based on own technical knowledge
Makes appropriate use of common computer applications
Gathers as much information as possible before making a decision
Interprets qualitative and quantitative data to understand a situation and plan action
Considers risks involved in a decision
Consults others when needed prior to making a decision
Learns from own and others experience
Applies relevant rules and regulations to the work process
<b>Management competencies</b>
Maintains and articulates a focus on results
Ensures that work plans are developed to meet requirements of the office and the E&SED
Plans and schedules own work to meet requirements of the office and the E&SED
Monitors progress and quality of own work and makes adjustments as required
Monitors progress and quality of work completed by the team and makes adjustments as required
<b>Personal effectiveness competencies</b>
Prioritizes work to ensure that urgent and important work is completed
Allocates appropriate time and resources to tasks and plans
Uses time effectively to meet deadlines
Delegates work appropriately
Coaches and advises team members
Seeks advice and feedback from colleagues to improve personal performance
Applies professional ethics and rules of conduct
Highlights/brings to attention potential problems and issues
<b>Communications and teamwork competencies</b>
Conveys ideas, arguments and thoughts logically
Confidently and clearly supports own decisions in meetings and discussions
Structures written communication clearly, with correct grammar and punctuation (English & Urdu)
Takes ownership of decisions and actions taken by the office of the DEO
Takes ownership of own decisions and actions taken
Recognizes strengths and weaknesses of self, individual team members and team as a whole
Respects team members for their differing contributions
Makes suggestions to improve team effectiveness

## **Job Description: Assistant Sub Divisional Education Officer (ASDEO)**

The Assistant Sub Divisional Education Officer is under the supervision of the SDEO.

### **A. School inspection and supervision**

1. Conduct one annual and three unscheduled /supervise visits/inspections of every primary school in the circle and other visits as required.
2. Remain for fifteen days (15) on tour in a month,
3. Evaluate students learning outcomes during every visit/inspection.
4. Evaluate teacher's performance during every visit/inspection and course/syllabus covered so far and evaluate teacher's competencies.
5. Evaluate head teacher performance during every visit/inspection.
6. Compare quality of education and other activities in schools of his/her circle.
7. Check teacher's attendance Register.
8. Check student's admission and withdrawal registers.
9. Check school funds register and expenditure.
10. Check stock registers and verify record.
11. Check PTCs accounts/registers/ funds and scholarship record.
12. Check enrolment of students in each class and see whether there is any increase or decrease.
13. Check dropouts of students, its causes and suggest remedial action.
14. Check rate of repetition of students, find causes and suggest remedies.
15. Check top academic position holders and encourage teachers as well as Students to put in more efforts for future success.
16. Check teachers personal record/ bio data, services profile and qualifications
17. Note down needs and requirements of schools i.e. furniture, tats, chalks, teaching kits, sports goods, stationary/registers and building deficiencies/repairs etc.
18. Maintain and check all kind of scholarships record and update the same on regular basis.
19. Pay special attention to Early Child Education (ECE) class during visits.

### **B. Teacher Professional Development**

1. Assess training needs for staff development and co-ordinate with trainers/co trainers in this regard.
2. Prepare list of teachers working in primary schools in his/her circle for in-service training and provide opportunity to each and every teacher.
3. Provide in-service teacher professional development activities in the circle/at LTRCs.
4. Provide academic support to head teachers/teachers of the primary schools in the circle.
5. Acquire and distribute teaching material to primary schools in the circle.
6. Give model lessons to teachers in the primary schools in the circle.

### **C. Human Resource Management**

1. Intimate number of vacant posts of PST/Class IV employees to the SDEO and assist in recruitment process.
2. Maintain service books, personal files and other related record of teachers of his/her circle and accept responsibility for safe custody of the same.
3. Prepare Seniority Lists of PST teachers of the circle and submit to the SDEO for consolidation
4. Prepare proposal for transfer of teachers in the circle on the basis of existing policy & submit to the SDEO for perusal/approval.

5. Recommend cases of all types of leave of teachers to the SDEO and grant casual leave to the Head Teachers.
6. Write PERs of head teachers in the circle in the first week of January each year and countersign PERs of Assistant Teachers.
7. Submit all PERs in the first week of January each year to the SDEO for countersignature.
8. Assist the SDEO in court cases pertaining to primary school in the circle.
9. Recommend teachers deployment in schools on the basis of students/teacher ratio, other local needs, requirements and problems.

#### **D. Office management**

1. Be responsible for official communications and correspondence with the SDEO office pertaining to the circle, and service matters of teachers and class IV servants.
2. Prepare/maintain service books of Officials/Teachers and submit to the SDEO concerned for signature after verifying all their service documents
3. Be responsible to keep all the Service books/personal files of teachers/officials of his/her circle under lock and key.

#### **E. Planning and development**

1. Collect data for DEMIS, Annual School Census, and Monthly Goshwaras etc., and maintain record of all the schools and facilities, teachers, students pertaining to primary schools in the circle.
2. Assist the SDEO and ADEO (P&D) in preparation of demands for new schools/construction of additional rooms in the existing primary schools or provision of other necessary facilities like boundary walls, drinking water playgrounds and latrines in his/her circle.
3. Provide information/data for preparation of feasibility reports for establishment of new schools and up-gradation of primary schools to middle status as per prescribed criteria.
4. Assist the SDEO/ ADEO (P&D) in selection of sites for the proposed schools.
5. Accompany the SDEO/DEO while visiting the schools buildings of his/her circle for handing/taking over, if required.
6. Assist the SDEO in finding suitable buildings on rent for establishment of new schools and negotiate with owners.
7. Process cases for sanction of rent to SDEO concerned and complete other codal formalities.

#### **F. Financial management**

1. Process TA, MRC, BF cases of PSTs and class IV servants of primary schools and submit to the SDEO through the superintendent of the office.
2. Assist the SDEO in the purchase process and make a list of articles including furniture required for schools in the circle.
3. Help in distribution of stock purchased for schools and ensure that all the goods/articles (durable and perishable) are properly entered in the stock registers and regularly checked during inspections.
4. Also ensure that the stock is in the charge of an efficient/responsible official of the circle schools.

5. Check and certify attendance of teachers and class IV servants in the circle before preparation of pay bills and issuance of cheques of salaries to the school in-charge.
6. Recommend stoppage/non-payment of salaries to the teachers absent from duties
7. Ensure timely submission and clearance of WAPDA dues and other utility bills from the circle and obtain a certificate duly verified by the R.O WAPDA.

#### **G. PTCs**

1. Ensure that PTCs have been formed in all primary schools in his/her circle.
2. Occasionally meet PTC members during visits to schools and discuss matters relating to schools improvement-
3. Evaluate PTCs Performance and support to school.
4. Make payment through cheques for classroom consumable to PTCs or the Head Teacher as provided under the rules.
5. Check items purchased out of classrooms consumable funds and their entries in stock registers and also check the work done against the amount released to all the schools of the circle.
6. Check and ensure proper utilization of PTC funds allocated through the ADP for construction work.

#### **H. Collection and distribution of Free Text Books**

3. Ensure collection and distribution of text books to all the government primary schools in his/her circle.
4. Maintain proper record of all the books collected and distributed in his/her respective circle.
5. Prepare demand of free text books annually for the schools in his/her circle and submit it to the SDEO for further action.

#### **I. Private schools**

1. Assist the Private Schools Regulatory Authority (PSRA)/DEO in processing cases for registration, recognition, de-registration of private primary schools.
2. Inspect private primary schools in the circle.
3. Collect data of private primary schools in the circle.

#### **J. Any other tasks assigned by the competent authority**

## Competencies required for the position of Assistant Sub-Divisional Education Officer

<b>Technical Competencies</b>
Identifies critical issues in any problem
Reliably applies own technical knowledge to solve problems
Evaluates solutions based on own technical knowledge
Makes appropriate use of common computer applications
Gathers as much information as possible before making a decision
Interprets qualitative and quantitative data to understand a situation and plan action
Considers risks involved in a decision
Consults others when needed prior to making a decision
Learns from own and others experience
Applies relevant rules and regulations to the work process
<b>Management competencies</b>
Plans and schedules own work to meet requirements of the office and the E&SED
Monitors progress and quality of own work and makes adjustments as required
<b>Personal effectiveness competencies</b>
Prioritizes work to ensure that urgent and important work is completed
Allocates appropriate time and resources to tasks and plans
Uses time effectively to meet deadlines
Seeks advice and feedback from colleagues to improve personal performance
Applies professional ethics and rules of conduct
Highlights/brings to attention potential problems and issues
<b>Communications and teamwork competencies</b>
Conveys ideas, arguments and thoughts logically
Confidently and clearly supports own decisions in meetings and discussions
Structures written communication clearly, with correct grammar and punctuation (English & Urdu)
Takes ownership of decisions and actions taken by the office of the DEO
Takes ownership of own decisions and actions taken
Recognizes strengths and weaknesses of self, individual team members and team as a whole
Respects team members for their differing contributions
Makes suggestions to improve team effectiveness

## **Job Descriptions: Budget & Account Officer**

The Budget and Account Officer (B&AO) reports to the DDEO.

### **A. Budget**

#### **Budget**

1. Obtain timely development/non-development budget proposals/estimates from the DDEOs, SDEOs, Headmasters/Headmistress of Government High Schools and Principals of Government Higher Secondary Schools and scrutinize the same
2. Consolidate all budgets obtained and put up on proper file(s) to the DDEO for perusal.
3. Accompany DEO/DDEOs for meetings regarding budget in the District, Elementary & Secondary Education Department as well as Finance Department of the Government of Khyber Pakhtunkhwa.
4. Keep vigilant eye over the flow of expenditure against the released budget for own office and SDEOs, Principals and Headmasters/Headmistresses of high/higher secondary schools and report progress, consolidate all expenditure of the offices in the district and suggest action to the DDEOs on regular basis.
5. Supervise the work of all offices of E&SE Department in the district for accurate and quick utilization of budget-

#### **List of Excess & surrender**

1. Collect statement pertaining to excesses & surrenders from District Offices, SDEOs and submit to the DDEO.
2. Obtain excess and surrender of high/higher secondary schools and submit to the DEO through the DDEO.

#### **Purchases**

Assist DEO in making purchases strictly under the rules and fulfilment of codal formalities and shall be responsible for all or any irregularity committed in the purchases.

#### **SOEs/Monthly, quarterly and yearly expenditure statements**

1. Collect SOEs from SDEOs as well as high & higher secondary schools for submission to the relevant DEO.
2. Prepare monthly, quarterly and yearly expenditure reports of the offices of DEO and obtain such reports of expenditures from SDEOs, high and higher secondary schools and put up to the DEO for further action
3. Ensure receipt of income (Receipts) duly reconciled and consolidate it at the district level.

### **B. Audit**

#### **Audit of Accounts i) Internal Audit ii) External Audit iii) Audit paras/Replies to DAC meetings PAC meetings**

1. Carry out with the permission of the DEO internal audit of SDEOs offices in the district.
2. Carry out internal audit of middle, high and higher secondary Schools.
3. Ensure preparation of working papers for Provincial Accounts Committee (PAC) and District Accounts Committee (DAC).
4. Provide support to auditors and facilitate the conduct of audit, prepare replies of audit paras and advance paras.
5. Accompany the DEO to meetings of DAC and PAC and put up the report to the DEO for further action.

**C. Performance Evaluation Reports (PERS)**

1. Prepare and finalize PERs of subordinates in the offices of DEO in the first week of January each year.
2. Submit the same to the DDEOs for countersignature and further necessary action in the second week of January the same year.

**D. Any other duties assigned by the supervisor**



## Competencies required for the position of Budget & Accounts Officer in District Education Offices

<b>Technical competencies</b>
Makes appropriate use of common computer applications
Learns from own and others experience
Applies relevant rules and regulations to the work process
<b>Management competencies</b>
Plans and schedules own work to meet requirements of the office and the E&SED
Monitors progress and quality of own work and makes adjustments as required
<b>Personal effectiveness competencies</b>
Prioritizes work to ensure that urgent and important work is completed
Allocates appropriate time and resources to tasks and plans
Uses time effectively to meet deadlines
Seeks advice and feedback from colleagues to improve personal performance
Applies professional ethics and rules of conduct
Highlights/brings to attention potential problems and issues
<b>Communications and teamwork competencies</b>
Structures written communication clearly, with correct grammar and punctuation (English and Urdu)
Takes ownership of own decisions and actions taken
Recognizes strengths and weaknesses of self, individual team members and team as a whole
Respects team members for their differing contributions
Makes suggestions to improve team effectiveness

## **Job Description: Assistant Programmer**

### **Position Summary**

Under the direct supervision of the Deputy District Education Officer, the Assistant programmer is responsible for the District Education Management Information System (DEMIS), utilizing available resources to maintain/provide efficient computerized information systems and services and to improve work effectiveness and productivity, consistent with department's goals, objectives and strategies.

### **A. Management of IT Systems**

1. Ensure that the IT systems are effectively managed to advance the productivity and effectiveness of the office.
2. Support the department's information technology needs through seamless integration with the provincial level MIS applications with specific local office requirements.
3. Make recommendations on office IT systems for improvement through appropriate mechanisms.
4. Ensure data entry at the district level and also ensure its replication to the provincial EMIS.
5. Ensure a close liaison with the provincial EMIS team for the purpose of data collection & digitization activities at the district level.
6. Ensure regular updates to the school database of the E&SED online Education Spatial Decision Support System (ESDSS).
7. Ensure the district level reporting on the education indicator e.g. enrollment flow, gender parity and missing facility etc.
8. Ensure processing of HR performance based budget, normal budget, EMIS, GIS and other applications.
9. Ensure regular supervision of the data processing cell and technical staff.
10. Ensure that the district office webpage is developed and functions properly.
11. Ensure maintaining a log of all activities at the district level.

### **B. Network Administration/Data Communication**

1. Ensure that the District Office is provided with effective IT facilities (network security, routers etc.).
2. Manage and support the administration of the network.
3. Support effective data communications and provide an ongoing monitoring of troubleshooting and enhancement of the effectiveness and reliability of the IT system.

### **C. Infrastructure and Security**

1. Ensure proper installation of software and hardware.
2. Ensure that the IT security and antivirus infrastructures are effectively in place, updated and maintained them on regular basis.
3. Ensure that the District Office is provided with professional technical support for effective administration of applications used by the office.

**D. Information/Knowledge Management**

1. Provide IT facilities and technical support to staff at the district level.
2. Regular liaison with colleagues at both district and provincial level.

**E. Any Other Duty Assigned by the Competent Authority**

## Competencies required for the position of Assistant Programmer in District Education Offices

<b>Technical competencies</b>
Makes appropriate use of common computer applications
Learns from own and others experience
Applies relevant rules and regulations to the work process
<b>Management competencies</b>
Plans and schedules own work to meet requirements of the office and the E&SED
Monitors progress and quality of own work and makes adjustments as required
<b>Personal effectiveness competencies</b>
Prioritizes work to ensure that urgent and important work is completed
Allocates appropriate time and resources to tasks and plans
Uses time effectively to meet deadlines
Seeks advice and feedback from colleagues to improve personal performance
Applies professional ethics and rules of conduct
Highlights/brings to attention potential problems and issues
<b>Communications and teamwork competencies</b>
Structures written communication clearly, with correct grammar and punctuation (English and Urdu)
Takes ownership of own decisions and actions taken
Recognizes strengths and weaknesses of self, individual team members and team as a whole
Respects team members for their differing contributions
Makes suggestions to improve team effectiveness

## **Job Description: Superintendent, Office of the District Education Officer**

### **Position Summary**

The Superintendent for the Office of the District Education Officer reports to the DEO through the Deputy DEO and shall manage the office and subordinate staff.

### **A. Office Management**

#### **Office Systems and Correspondence**

1. Receive, open and mark official mail and put up to the DEO daily and regularly.
2. Be responsible for diary of each letter/daily memo/document etc. and proper dispatch as per procedure.
3. Distribute mail/dak among different sections/branches after endorsement by the DEO/Deputy DEO
4. Put up files, cases, drafts, reports and service books to the DEO through the Deputy DEO.
5. Return files and office copies of correspondence to the office staff for record and action, if required.

#### **Maintenance of record, office files and safety/security of the office**

1. Ensure that office record, files and service books are properly maintained according to the filing system of the office.
2. Ensure strict security of office building and property.

#### **Maintenance of office stock**

1. Receive all items (durable and perishable), inspect and ensure that these are entered in the stock register, as per rules.
2. Ensure safety and security of stock.
3. Issuance of stock as per requirements, demands, and sanction as per orders of the DEO.
4. Make necessary arrangements for Annual Physical Verification of stock and submit report to the DEO.

#### **Distribution of work, furniture, equipment and office space among various sections of the office**

1. Prepare and submit proposals to the DEO for distribution of workload, furniture, equipment and office space among various sections of the office.
2. Ensure safe custody and maintenance of office stock/record.

#### **Office Layout**

1. Prepare proposals for office layout.
2. Keep the office premises clean and tidy.

#### **Meetings**

1. Prepare agenda for office meetings, arrange meetings, record minutes, and circulate the same to different branches and concerned officers for implementation, after approval of the DEO.
2. Keep record of minutes of the meetings and report progress to the DEO.

#### **Service Books, Personal Files**

1. Be responsible for maintaining service books and personal files and other record of office staff and keep the same in safe custody.

**B. Human Resource Management**

1. Supervise the work of all office staff under his subordination.
2. Apprise the DEO about the attendance of office staff.
3. Distribute the duties of ministerial staff and class IV servant,

**C. Any Other Duty Assigned by the Competent Authority**

## Competencies required for the position of Superintendent in District Education Offices

<b>Technical competencies</b>
Makes appropriate use of common computer applications
Learns from own and others experience
Applies relevant rules and regulations to the work process
<b>Management competencies</b>
Plans and schedules own work to meet requirements of the office and the E&SED
Monitors progress and quality of own work and makes adjustments as required
<b>Personal effectiveness competencies</b>
Prioritizes work to ensure that urgent and important work is completed
Allocates appropriate time and resources to tasks and plans
Uses time effectively to meet deadlines
Seeks advice and feedback from colleagues to improve personal performance
Applies professional ethics and rules of conduct
Highlights/brings to attention potential problems and issues
<b>Communications and teamwork competencies</b>
Structures written communication clearly, with correct grammar and punctuation (English and Urdu)
Takes ownership of own decisions and actions taken
Recognizes strengths and weaknesses of self, individual team members and team as a whole
Respects team members for their differing contributions
Makes suggestions to improve team effectiveness

## **Job Description: Superintendent, Office of the Sub-Divisional Education Officer**

### **Position Summary**

The Superintendent for the Office of the Sub-Divisional Education Officer reports to and is supervised by the SDEO and shall manage the office and subordinate staff.

### **A. Financial Management**

#### **Preparation of Budget**

1. Prepare budget correctly for the SDEO Office including ASDEOs Circle, Primary schools and put up duly scrutinized to the SDEO for signature.
2. Ensure that information regarding all primary schools have been collected correctly and that all posts sanctioned for the schools and offices have been included in the Budget.
3. Also make sure that the number of posts reflected in the budget do not exceed the number of sanctioned posts.
4. Compare the Budget demands with the last year Budget.
5. Submit the Budget to the DEO office through the SDEO for further necessary action.

#### **Excess and surrenders**

Prepare lists of excesses and surrenders, supplementary Budget and modified grants, on the basis of the data collected from office & schools, submit the same to the SDEO after thorough checking, scrutiny and comparison with the Annual Budget Grants under each function.

#### **SNE**

Ensure that all the sanctioned posts in the SNEs (Fresh and Continued) have been reflected in the Budget and that the amount is demanded for these posts correctly.

#### **Reconciliation of Expenditure & receipt**

1. Reconcile the expenditure and receipt with the District Accounts Office and submit report to the SDEO/DEO on monthly basis.
2. Bring into the notice of concerned DDOs if there are discrepancies in the figures.

#### **Preparation of Bills**

1. Prepare/check salary and other Bills (TA, MRC etc.) for the staff of SDEO office and primary schools, on the basis of information provided to him by the ASDEO Circle/schools etc. after due checking and scrutiny.
2. Ensure that salaries are being active/inactive in time as reported by the concerned officer(s).
3. Prepare AC/DC Bills and submit to the SDEO for signature and onward transmission to DEO office.

#### **Maintenance of Registers**

1. Maintain Cash Book, AC/DC registers and ensure that all entries in the Cash Book on both sides are supported with bills, cheques and vouchers duly signed by the SDEO.
2. Ensure that the amounts drawn under various heads have been disbursed/paid to the concerned persons including PTCs.



**Statements of Expenditure (SOEs)**

Prepare monthly, quarterly and yearly statements of expenditure (SOEs) and submit the same to the SDEO for signature and further submission to the DEO.

**Stock Register**

Ensure that all items purchased under various provisions are taken on stock and entries to this effect have been made in the stock registers and on vouchers.

**Issuance of stocks**

Ensure that all stocks are issued to the concerned schools in an appropriate manner.

**B. Human Resource Management****Promotion/Move-over Selection Grade**

Prepare cases of promotion for teachers and other employees and submit to the SDEO for further action.

**Seniority Lists**

Prepare seniority lists of teachers and other employees of his/her office, Primary Schools and up-date those lists every year and submit the same to the SDEO for necessary action.

**Leave**

Prepare all leave cases of staff of SDEO office as well as process cases of teachers and submit to the SDEO for sanction and further necessary action as per rules.

**Transfers**

1. Consolidate transfer applications of teachers and ministerial staff and maintain proper record of the same.
2. Put up transfer proposals received from ASDEOs to the SDEO keeping in view merit and rules for onward submission to the DEO.

**C. Office Management****Correspondence**

1. Supervise receipt and dispatch of official DAK.
2. Submit files including all letters and replies to the SDEO for his/her information, perusal, orders, signatures and further action.

**Maintenance of Office Record**

1. Prepare/open new files and Service Books as well as maintain all official files. Service Books, Personal files and other office record.
2. Ensure that such records are kept safely and securely.

**Maintenance of Stock**

1. Receive all items purchased for the office and maintain record of the same.
2. Distribute among office staff (on need basis) and maintain record of durable and perishable stock.

**Office layout and cleanliness**

Ensure proper layout of the office and keep office premises and record clean & tidy.

**D. Any other duty assigned by the competent authority/SDEO**

## Competencies required for the position of Superintendent, Office of the Sub-Divisional Education Officer

<b>Technical competencies</b>
Makes appropriate use of common computer applications
Learns from own and others experience
Applies relevant rules and regulations to the work process
<b>Management competencies</b>
Plans and schedules own work to meet requirements of the office and the E&SED
Monitors progress and quality of own work and makes adjustments as required
<b>Personal effectiveness competencies</b>
Prioritizes work to ensure that urgent and important work is completed
Allocates appropriate time and resources to tasks and plans
Uses time effectively to meet deadlines
Seeks advice and feedback from colleagues to improve personal performance
Applies professional ethics and rules of conduct
Highlights/brings to attention potential problems and issues
<b>Communications and teamwork competencies</b>
Structures written communication clearly, with correct grammar and punctuation (English and Urdu)
Takes ownership of own decisions and actions taken
Recognizes strengths and weaknesses of self, individual team members and team as a whole
Respects team members for their differing contributions
Makes suggestions to improve team effectiveness