

Senior Instructor (Material Development): BPS-18

A. Job Profile

QUALIFICATION:

- Master or a higher qualification with
- M.Ed. or Master in Edu. Planning & Management (EPM)
- At least 5 years of progressive experience preferably in a professional development and material development.

KEY SKILLS:

1. Knowledge of best practices in development of educational materials
2. Academic excellence and research skills
3. Knowledge and understanding of national/provincial policies on education including National Professional Standards, and National Curriculum etc.
4. Knowledge of legal and regulatory frameworks, Rules of Business of the Provincial Government, and regulations and procedures governing the functioning of the
5. Strong communication, reporting, and interpersonal skills
6. IT skills: able to work on MS word, Excel and power point.

KEY RESPONSIBILITIES:

1. Assist the Deputy Director (Academics) in developing plans and strategies for development of training materials.
2. Responsible for assuring the quality and timely production of all training materials
3. Identify and select master trainers/ trainers/speakers/ resource persons.
4. Coordinate and facilitate the review and approval of training materials.
5. Identify and maintain a pool of material developers in different subject areas
6. Prepare periodical reports.

Eligibility Criteria

Senior Instructor (Material Development): BPS-18

S#	Category of Qualification and Experience	Total Marks	Qualifying Marks
	Qualification	45	35
1	Master in sciences or social sciences	25	
2	M.Ed. / MA Education Planning and Management	10	
3	Additional foreign qualification (Degree/ diploma/ short courses minimum 3 months local/foreign)	3	
4	M.Phil	4	
5	Ph.D. (if Ph.D. then will get total 7 marks – 4 for M.Phil and 3 for Ph.D.)	3	
	Experience	35	22

5	<p>At least 5 years of progressive experience preferably in a professional development and material development.</p> <ul style="list-style-type: none"> ▪ Education Sector (Teaching) – 10 ▪ Teacher Training project management/ Developed teacher training courses/program as team lead/ lead trainer (2 courses) – 10 marks ▪ Developed training material independently or in team (3 trainings) – 9 marks ▪ Conducted training (independently 3 and as part of team 3 trainings) - 6 marks 		
	Knowledge and skills	20	10
6	IT skills; able to work on MS word, Excel and power point. Computer based test	10	5
7	<ul style="list-style-type: none"> • Knowledge of theories of teaching and learning, Child Development and approaches/ methodologies of teacher training. • Knowledge of national/provincial policies on education, legal and regulatory frameworks, Rules of Business of the Provincial Government, and regulations and procedures governing the functioning of the public sector entities. • Knowledge and understanding of National Professional Standards of Teachers (NPST), and National Curriculum of Sciences • Understanding of TNA, TOT and training material development processes. • Knowledge of best practices in development of educational materials. • Knowledge of learning theories in development and application of instruction material; teaching learning approaches, methods of teaching, knowledge construction, learning theories, active learning, and assessment strategies. • Sound knowledge of activity based teaching and development of teaching material development (low cost and no cost). 	10	5

B. Detail Job Description
Senior Instructor (Material Development): BPS-18

Position Title:	SI- Material Development
Will Report to:	Deputy Director (Academics)
Pay Scale:	BS-18
Organization/Unit:	Academics/Material Development
Location:	Peshawar

Key Words/ Abbreviations: Training Need Assessments (TNA); Teacher Professional Development (TPD); Continuous Professional Development (CPD); Teacher Training Management Information System (TTMIS); English as Medium of Instruction (EMOI), Senior Instructor (SI)

Purpose: The SI - Material Development will assist the Deputy Director (Academics) in developing plans and strategies for development of training modules and materials. The incumbent will be responsible for assuring the quality and timely production of all above mentioned materials.

Key Responsibilities/Main Tasks: Assist the Deputy Director (Academics) in production and revision of high quality training modules and materials.

Development of Training Material

1. Coordinate with trainers to identify their material development needs.
2. Identify and maintain a pool of material developers in different subject areas.
3. Get approval of material development plans from competent authorities as per the procedures of the Government.
4. Analyze various models, international approaches, and processes of material development and formulate proposals for adopting certain recognized best practices.
5. Identify relevant stakeholders (organizations and individuals) to be engaged in different activities at various stages of the material development process.
6. Prepare the lists of stakeholders, proposed for inclusion in various committees/panels/working groups, for consideration and approval by the Deputy Director (Academics).
7. Arrange for conducting orientation sessions for the members of various committees/panels/working groups to brief them about the objectives of material development.
8. Perform following activities for organizing a number of consultative meetings/ workshops at different stages of the process, as per approved plan:
 - Prepare drafts of schedules and agenda of meetings.

- Send invitations to relevant material developers and coordinate to ensure their participation.
 - Circulate agenda/working papers to the members.
 - Make administrative and logistical arrangements for participants of meetings, in collaboration with Deputy Director Administration & Finance.
 - Facilitate and support the participants/committees in their work.
 - Prepare minutes of proceedings of the committees/working groups.
9. Maintain record of all draft training materials.
 10. Prepare or make arrangement to finalize drafts of all material developed.
 11. Coordinate with DCTE for their review and approval of all material developed before using it in training.
 12. Ensure compliance with Government procedures for official communications, record-keeping, and expenditures.
 13. Ensure efficient disposal of official work by timely submission of all draft of plans, reports, and communications for approval by senior officers/authorities, as per the Government procedures.
 14. Ensure coordination with other wings/ sections of PITE for their support in different activities relating to official assignments as directed by Deputy Director (Academics).
 15. Bring to the notice of the Deputy Director (Academics) all issues and developments that need an intervention/decision by the ESED.
 16. Prepare periodical reports.
 17. Carry out all allied/additional functions assigned by the Deputy Director (Academics).

Education:	Mater or a higher qualification with M.Ed. or Master in Edu. Planning & Management (EPM).
Experience:	At least 5 years of progressive experience of working in the education sector preferably in a professional development institutes with focus on material development.

Knowledge, Skills, and other key Attributes:

1. Academic excellence
2. Knowledge of best practices in development of educational materials.
3. Ability to lead diverse teams in a task oriented environments.
4. Ability to work in a team environment and secure stakeholders cooperation.
5. Knowledge and understanding of national/provincial policies on education including National Professional Standards, and National Curriculum etc.
6. Knowledge of legal and regulatory frameworks, Rules of Business of the Provincial Government, and regulations and procedures governing the functioning of the public sector entities.
7. Ability to work under pressure to achieve time-bound targets.
8. Strong communication, reporting, and interpersonal skills
9. IT skills: able to work on MS word, Excel and power point.

Subject Specialist - Science: BPS-17

A. Job Profile

Subject Specialist (Physics): BPS-17

QUALIFICATION:

- Masters in Science (Physics or higher qualification with B.Ed. / B.Ed. Hons/ Educational Planning and Management
- At least 3 years of progressive experience of working in education sector.
- Preference will be given in developing training materials or implementing teacher training programs for primary school teachers.

KEY SKILLS:

1. Academic excellence.
2. Knowledge of best practices in development of educational materials for science subjects.
3. Understanding of key issues in teaching of science at school level.
4. Knowledge and understanding of theories of teaching and learning, and approaches/methodologies of teacher training.
5. Knowledge and understanding of National Professional Standards of Teachers (NPST), and National Curriculum of Sciences and Mathematics.
6. Knowledge of standards and practices for quality assurance of TPD programs.
7. Understanding of TNA, TOT and training material development processes.
8. Strong communication, interpersonal, quantitative analysis, and report writing skills.
9. Knowledge of Rules of Business of the Provincial Government, laws, regulations and procedures governing the functioning of the public sector entities.
10. IT skills: able to work on MS word, Excel and power point.

KEY RESPONSIBILITIES:

1. Assist the Senior Instructors (Science) in planning and implementation of teacher professional development (TPD) programs in related subjects.
2. Assist the Senior Instructors (Science) in timely and efficiently submission of all draft plans, reports.
3. Assist in preparing timelines and budgets for planned TPD programs.
4. Assist in coordination with stakeholders for nomination of participants for the workshops.
5. Assist in conducting Training Needs Assessment (TNA) and other studies.
6. Monitor training session and provide written feedback.
7. Assist in preparation of reports
8. Update training database (TMIS) on regular basis
9. Responsible for ensuring all necessary requirements of the workshops.
10. Ensure maintenance and optimum utilization of Science Labs for all training purposes.
11. Carry out all allied/additional functions assigned by the Senior Instructor Science.

B. Eligibility Criteria
Subject Specialist - Science: BPS-17

S#	Category of Qualification and Experience	Total Marks	Qualifying Marks
	Qualification	45	32
1	Masters in Science (Physics, Chemistry and Biology)/Mathematics (1 bio/chem) (1 Phy/Maths)	22	
2	B.Ed. / B.Ed. Hons/ Educational Planning and Management	10	
3	M.Ed. / MA Education Planning	5	
4	Additional foreign qualification (Degree/ diploma/ short courses minimum 3 months local/foreign)	3	
5	MPhil	3	
6	Ph.D. (if Ph.D. then will get 3 marks for M.Phil and 2 marks for Ph.D.)	2	
	Experience	35	20
6	At least 3 years of progressive experience of working in education sector <ul style="list-style-type: none"> ▪ Education Sector (Teaching) - 10 ▪ Developed training material (3 trainings) – additional 10 marks ▪ Conducted training (3 trainings) - additional 10 marks ▪ Attended science training (min 5 days total) – 5 marks 		
	Knowledge and skills	20	10
7	IT skills; able to work on MS word, Excel and power point. Computer based test	10	5
8	<ul style="list-style-type: none"> • Knowledge of theories of teaching and learning, Child Development and approaches/ methodologies of teacher training. • Knowledge and understanding of National Professional Standards of Teachers (NPST), and National Curriculum of Sciences and Mathematics. • Understanding of TNA, TOT and training material development processes. • Knowledge of best practices in development of educational materials. • Knowledge of learning theories in development and application of instruction material; teaching learning approaches, methods of teaching, knowledge construction, learning theories, active learning, and assessment strategies. 	10	5

Detail Job Descriptions

Subject Specialist - Science: BPS-17

Position Title:	Subject Specialist (Science)
Will Report to:	Senior Instructors Science
Pay Scale:	BPS-17
Organization/Unit:	PITE Academic Wing
Location:	Peshawar

Key Words/ Abbreviations: Training Need Assessments (TNA); Teacher Professional Development (TPD); Continuous Professional Development (CPD); Teacher Training Management Information System (TTMIS); Senior Instructors (SIs); Training of Trainers (TOT)

Purpose: Subject Specialist (Science) will be responsible to assist Senior Instructors Science in managing TPD programs of science unit.

Key Responsibilities/Main Tasks:

1. Assist the Senior Instructors (Science) in planning and implementation of teacher professional development (TPD) programs in related subjects.
2. Assist the Senior Instructors (Science) in timely and efficiently submission of all draft plans, reports.
3. Assist in preparing timelines and budgets for planned TPD programs.
4. Assist in coordination with stakeholders for their cooperation in:
 - Identification and selection of Lead Trainers/Master Trainers/ Resource Persons on prescribed selection criteria.
 - Verification of all nominations according to the criteria.
 - Coordination with Directorate and District Education Office(s) for timely nomination and confirmation of teachers for participation in training workshops.
5. Assist in conducting the Training Needs Assessment (TNA) and other studies.
6. Assist in designing training courses and development of training material.
7. Ensure optimum use of available resources provided.
8. Monitor training session and provide feedback in writing to Senior Instructors for quality improvement.
9. Assist Senior Instructors in ensuring compliance with Government procedures for official communications, record-keeping, and expenditures on all activities.
10. Assist in preparation of reports (TNA, monthly training status report, monitoring report, training completion report etc.)

11. Responsible for making entries in training database (TMIS) on regular basis and submit monthly status report to Senior Instructors.
12. Responsible for ensuring all necessary requirements of the workshops (proper training venue, refreshment, multimedia, generator, stationery, seating arrangements, handouts, registration form and attendance sheet etc.)
13. Ensure maintenance and optimum utilization of Science Labs for all training purposes.
14. Carry out all allied/additional functions assigned by the Senior Instructors Science.

Education:	Masters in Science (Physics, Chemistry and Biology)/Mathematics or higher qualification with B.Ed.
Experience:	Minimum of 3 years of progressive experience of working in education sector. Preference will be given in developing training materials or implementing teacher training programs for primary school teachers.

Knowledge, Skills, and other key Attributes:

1. Knowledge and understanding of theories of teaching and learning, and approaches/methodologies of teacher training.
2. Knowledge of best practices in development of educational materials for science subjects.
3. Understanding of key issues in teaching of science at school level.
4. Knowledge and understanding of National Professional Standards of Teachers (NPST), and National Curriculum of Sciences and Mathematics.
5. Knowledge of standards and practices for quality assurance of TPD programs.
6. Understanding of TNA, TOT and training material development processes.
7. Strong communication, interpersonal, quantitative analysis, and report writing skills.
8. Knowledge of Rules of Business of the Provincial Government, laws, regulations and procedures governing the functioning of the public sector entities.
9. IT skills: Good understanding and able to work on MS word, Excel and power point.

Subject Specialist - ECE: BPS-17

A. Job Profile

Subject Specialist (ECE): BPS-17

QUALIFICATION:

- Masters in social sciences or higher qualification with B.Ed./ or Educational Planning and Management. Preference will be given to the specialization/ course in child development/ ECE/ECD/ Montessori.
- Minimum of 3 years of progressive experience of working in education sector. Preference will be given in developing training materials or implementing teacher training programs for primary school teachers.

KEY SKILLS:

1. Academic excellence.
2. Knowledge and understanding of theories of teaching and learning, and approaches/methodologies of teacher training.
3. Knowledge of best practices in development of educational materials.
4. Understanding of key issues in teaching at pre-school stages and early grade.
5. Knowledge and understanding of National Professional Standards of Teachers (NPST), and National Curriculum for ECE.
6. Knowledge of standards and practices for quality assurance of TPD programs.
7. Understanding of TNA, TOT and training material development processes.
8. Strong communication, interpersonal, quantitative analysis, and report writing skills.
9. Knowledge of Rules of Business of the Provincial Government, laws, regulations and procedures governing the functioning of the public sector entities.
10. IT skills: Good understanding and able to work on MS word, Excel and power point.

KEY RESPONSIBILITIES:

1. Assist the Senior Instructor (ECE) in planning and implementation of teacher professional development (TPD) programs for ECE.
2. Assist the Senior Instructors (ECE) in timely and efficiently submission of all draft plans, reports.
3. Assist in preparing timelines and budgets for planned Training programs.
4. Assist in coordination with stakeholders for nomination of participants for the workshops.
5. Assist in conducting Training Needs Assessment (TNA) and other studies.
6. Monitor training sessions and field activities and provide feedback in writing.
7. Assist in preparation of reports.
8. Update training database (TMIS) on regular basis.
9. Support in ensuring all necessary requirements of the workshops.
10. Support Senior Instructor (ECE) in monitoring and ensuring maintenance and optimum utilization of ECE facilities at all levels.
11. Carry out all allied/additional functions assigned by the Senior Instructor Science.

B. Eligibility Criteria
Subject Specialist - ECE: BPS-17

S#	Category of Qualification and Experience	Total Marks	Qualifying Marks
	Qualification	45	35
1	Masters in social sciences or higher qualification Preference will be given to the specialization/ course in child development/ ECE/ECD/ Montessori.	25	
2	B.Ed. / B.Ed. Hons/ Educational Planning and Management	10	
3	Diploma/ certificate in ECD/ Montessori from recognized institution (local/foreign)	2	
4	M.Ed. / MA Education Planning	3	
5	MPhil	3	
6	Ph.D. (if Ph.D. then will get 3 marks for M.Phil and 2 marks for Ph.D.)	2	
	Experience	35	20
7	Minimum of 3 years of progressive experience of working in education sector <ul style="list-style-type: none"> ▪ Education Sector (Teaching) - 10 ▪ Developed training material (3 trainings) – 10 marks ▪ Conducted training (3 trainings) - additional 10 marks ▪ Attended training on ECCE (min 5 days total)– 5 marks 		
	Knowledge and skills	20	10
8	IT skills; able to work on MS word, Excel and power point. Computer based test	10	5
9	<ul style="list-style-type: none"> • Knowledge of learning theories in development and application of instruction material; teaching learning approaches, methods of teaching, knowledge construction, learning theories, active learning, and assessment strategies. • Knowledge of theories of teaching and learning, Child Development and approaches/ methodologies of teacher training. • Knowledge and understanding of National Professional Standards of Teachers (NPST), and National Curriculum for ECE. • Understanding of TNA, TOT and training material development processes. • Knowledge of best practices in development of educational materials. 	10	5

C. Detail Job Description
Subject Specialist - ECE: BPS-17

Position Title:	Subject Specialist (ECE)
Will Report to:	Senior Instructors (ECE)
Pay Scale:	BPS-17
Organization/Unit:	PITE Academic Wing
Location:	Peshawar

Key Words/ Abbreviations: Early Childhood Education (ECE); Training Need Assessments (TNA); Teacher Professional Development (TPD); Continuous Professional Development (CPD); Teacher Training Management Information System (TTMIS); Senior Instructor (SI)

Purpose: Subject Specialist (ECE) will be responsible to assist Senior Instructors (ECE) in managing TPD programs of ECE unit.

Key Responsibilities/Main Tasks:

1. Assist the Senior Instructors (ECE) in planning and implementation of teacher professional development (TPD) programs in related subjects.
1. Assist the Senior Instructors (ECE) in timely and efficiently submission of all draft plans, reports.
2. Assist in preparing timelines and budgets for planned TPD programs.
3. Assist in coordination with stakeholders for their cooperation in:
 - Identification and selection of Lead Trainers/Master Trainers/ Resource Persons on prescribed selection criteria.
 - Verification of all nominations according to the criteria.
 - Coordination with Directorate and District Education Office(s) for timely nomination and confirmation of teachers for participation in training workshops.
4. Assist in conducting Training Needs Assessment (TNA) and other studies.
5. Assist in designing training courses and development of training material.
6. Ensure optimum use of available resources provided.
7. Monitor training sessions and field activities and provide feedback in writing to Senior Instructors for quality improvement.
8. Assist Senior Instructors in ensuring compliance with Government procedures for official communications, record-keeping, and expenditures on all activities.
9. Assist in preparation of reports (TNA, monthly training status report, monitoring report, training completion report etc.)

10. Responsible for all training entries in training database (TMIS) on regular basis and submit monthly status report to Senior Instructors.
11. Responsible to make sure that all necessary requirements of the workshops (proper training venue, refreshment, multimedia, generator, stationery, seating arrangements, handouts, registration form and attendance sheet etc.)
12. Ensure maintenance and optimum utilization of ECE Labs/ resource center for all training purposes.
13. Carry out all allied/additional functions assigned by the Senior Instructors ECE.

Education:	Master in social sciences or higher qualification with B.Ed./ or Educational Planning and Management. Preference will be given to the specialization/ course in child development/ ECE/ECD/ Montessori.
Experience:	Minimum of 3 years of progressive experience of working in education sector. Preference will be given in developing training materials or implementing teacher training programs for primary school teachers.

Knowledge, Skills, and other key Attributes:

1. Knowledge and understanding of theories of teaching and learning, and approaches/methodologies of teacher training.
2. Knowledge of best practices in development of educational materials.
3. Understanding of key issues in teaching at pre-school stages and early grade.
4. Knowledge and understanding of National Professional Standards of Teachers (NPST), and National Curriculum for ECE.
5. Knowledge of standards and practices for quality assurance of TPD programs.
6. Understanding of TNA, TOT and training material development processes.
7. Strong communication, interpersonal, quantitative analysis, and report writing skills.
8. Knowledge of Rules of Business of the Provincial Government, laws, regulations and procedures governing the functioning of the public sector entities.
9. IT skills: Good understanding and able to work on MS word, Excel and power point.

Instructor Material Development-1 (Social Science): BPS-16

A. Job Profile

QUALIFICATION:

- Master in Social Sciences with B.Ed./ or B. Ed. Hons.
- At least 3 years of progressive experience of working in education sector.

KEY SKILLS:

1. Academic excellence
2. Knowledge of best practices in development of educational materials.
3. Ability to work in a team environment and secure stakeholders cooperation.
4. Knowledge and understanding of national/provincial policies on education including National Professional Standards, and National Curriculum 2006 etc.
5. Ability to work under pressure to achieve time-bound targets.
6. Strong communication, reporting, and interpersonal skills
7. IT skills: able to work on MS word, Excel and power point with ability to compose in Urdu script.

KEY RESPONSIBILITIES:

8. Assist the Senior Instructor - Material Development in production and revision of high quality training modules and materials.
9. Assist in coordination with trainers to identify their material development needs.
10. Assist in Identification and maintain a pool of material developers in different subject areas.
11. Assist in performing following activities:
12. Send invitations to relevant material developers and coordinate to ensure their participation.
13. Circulate agenda/working papers.
14. Make administrative and logistical arrangements for participants of meetings/ workshops.
15. Prepare minutes of proceedings and reports
16. Assist in coordination with PITE and Directorate.
17. Carry out all allied/additional functions assigned by the Senior Instructor (Material Development).

B. Eligibility Criteria
Instructor Material Development-1 (Social Science): BPS-16

S#	Category of Qualification and Experience	Total Marks	Qualifying Marks
	Qualification	45	32
1	Master in Social Sciences	22	
2	B.Ed. / B.Ed. Hons/ Educational Planning and Management	10	
3	M.Ed. / MA Education Planning	5	
4	Additional foreign qualification (Degree/ diploma/ short courses minimum 3 months local/foreign)	3	
5	MPhil	3	
6	Ph.D (if Ph.D. will get total 5 marks 3 marks for M.Phil and 2 marks for Ph.D.)	2	
	Experience	35	20
5	At least 3 years of progressive experience of working in education sector <ul style="list-style-type: none"> ▪ Education Sector (Teaching) – 10 ▪ Developed training material independently or in team (3 trainings) – 10 marks ▪ Conducted training (independently as Lead Master Trainer 2 and as part of team Trainer 3 trainings) - 15 marks 		
	Knowledge and skills	20	10
6	IT skills; able to work on MS word, Excel and power point. Computer based test	10	5
7	<ul style="list-style-type: none"> • Knowledge and understanding of National Professional Standards of Teachers (NPST), and National Curriculum 2006 • Understanding of TNA, TOT and training material development processes. • Knowledge of best practices in development of educational materials. • Knowledge of learning theories in development and application of instruction material; teaching learning approaches, methods of teaching, knowledge construction, learning theories, active learning, and assessment strategies. • Sound knowledge of activity based teaching and development of teaching material development (low cost and no cost). 	10	5

C. Detail Job Description
Instructor Material Development-1 (Social Science): BPS-16

Position Title:	Instructor- Material Development-1 (Social Science)
Will Report to:	Senior Instructor (Material Development)
Pay Scale:	BS-16
Organization/Unit:	Material Development
Location:	Peshawar

Key Words/ Abbreviations: Training Need Assessments (TNA); Teacher Professional Development (TPD); Continuous Professional Development (CPD); Teacher Training Management Information System (TTMIS); Senior Instructors (SIs); Training of Trainers (TOT)

Purpose: The Instructor - Material Development will assist the Senior Instructor - Material Development in development of training modules and materials.

Key Responsibilities/Main Tasks:

1. Assist the Senior Instructor - Material Development in production and revision of high quality training modules and materials.
2. Assist in coordination with trainers to identify their material development needs.
3. Assist in Identification and maintain a pool of material developers in different subject areas.
4. Assist in Analyzing various models and processes of material development and formulate proposals for adopting certain recognized best practices.
5. Support in identifying relevant stakeholders (organizations and individuals) to be engaged in different activities at various stages of the material development process.
6. Assist the Material Development team in preparing lists of stakeholders, proposed for inclusion in various committees/panels/working groups, for consideration and approval by the Senior Instructor (Material Development).
7. Assist in conducting orientation sessions for the members of various committees/ panels/working groups to brief them about the objectives of material development.
8. Assist in performing following activities for organizing a number of consultative meetings at different stages of the process, as per approved plan:
 - Send invitations to relevant material developers and coordinate to ensure their participation.
 - Circulate agenda/working papers to the members.
 - Make administrative and logistical arrangements for participants of meetings, in collaboration with PITE Admin and Finance staff.
 - Facilitate and support the participants/committees in their work.
 - Prepare minutes of proceedings of the committees/working groups.
9. Maintain record of all draft training materials.
10. Prepare or make arrangement to finalize drafts of all material developed.

11. Coordinate with DCTE for their review and approval of all material developed before using it in training.
12. Carry out all allied/additional functions assigned by the Senior Instructor (Material Development).

Education: Master in Social Sciences with B.Ed./ or B. Ed. Hons.

Experience: At least 3 years of progressive experience of working in education sector.

Knowledge, Skills, and other key Attributes:

1. Academic excellence
2. Knowledge of best practices in development of educational materials.
3. Ability to work in a team environment and secure stakeholders cooperation.
4. Knowledge and understanding of national/provincial policies on education including National Professional Standards, and National Curriculum 2006 etc.
5. Ability to work under pressure to achieve time-bound targets.
6. Strong communication, reporting, and interpersonal skills
7. IT skills: able to work on MS word, Excel and power point with ability to compose in Urdu script.

Instructor Material Development-2 (Science): BPS-16

A. Job Profile

QUALIFICATION:

- Master in Sciences with B.Ed./ or B. Ed. Hons.
- At least 3 years of progressive experience of working in education sector.

KEY SKILLS:

1. Academic excellence
2. Knowledge of best practices in development of educational materials.
3. Ability to work in a team environment and secure stakeholders cooperation.
4. Knowledge and understanding of national/provincial policies on education including National Professional Standards, and National Curriculum 2006 etc.
5. Ability to work under pressure to achieve time-bound targets.
6. Strong communication, reporting, and interpersonal skills
7. IT skills: able to work on MS word, Excel and power point with ability to compose in Urdu script.

KEY RESPONSIBILITIES:

1. Assist the Senior Instructor - Material Development in production and revision of high quality training modules and materials.
2. Assist in coordination with trainers to identify their material development needs.
3. Assist in Identification and maintain a pool of material developers in different subject areas.
4. Assist in performing following activities:
 - Send invitations to relevant material developers and coordinate to ensure their participation.
 - Circulate agenda/working papers.
 - Make administrative and logistical arrangements for participants of meetings/workshops.
 - Prepare minutes of proceedings and reports
5. Assist in coordination with PITE and Directorate.
6. Carry out all allied/additional functions assigned by the Senior Instructor (Material Development).

B. Eligibility Criteria
Instructor Material Development-2 (Science): BPS-16

S#	Category of Qualification and Experience	Total Marks	Qualifying Marks
	Qualification	45	32
1	Master in Sciences	22	
2	B.Ed. / B.Ed. Hons/ Educational Planning and Management	10	
3	M.Ed. / MA Education Planning	5	
4	Additional foreign qualification (Degree/ diploma/ short courses minimum 3 months local/foreign)	3	
5	MPhil	3	
6	Ph.D (if Ph.D. will get total 5 marks 3 marks for M.Phil and 2 marks for Ph.D.)	2	
	Experience	35	20
5	At least 3 years of progressive experience of working in education sector <ul style="list-style-type: none"> ▪ Education Sector (Teaching) – 10 ▪ Developed training material independently or in team (3 trainings) – 10 marks ▪ Conducted training (independently as Lead Master Trainer 2 and as part of team Trainer 3 trainings) - 15 marks 		
	Knowledge and skills	20	10
6	IT skills; able to work on MS word, Excel and power point. Computer based test	10	5
7	<ul style="list-style-type: none"> • Knowledge and understanding of National Professional Standards of Teachers (NPST), and National Curriculum 2006 for science • Understanding of TNA, TOT and training material development processes. • Knowledge of best practices in development of educational materials. • Knowledge of learning theories in development and application of instruction material; teaching learning approaches, methods of teaching, knowledge construction, learning theories, active learning, and assessment strategies. • Sound knowledge of activity based teaching and development of teaching material development (low cost and no cost). 	10	5

C. Detail Job Description
Instructor Material Development-2 (Science): BPS-16

Position Title:	Instructor- Material Development-2 (Science)
Will Report to:	Senior Instructor (Material Development)
Pay Scale:	BS-16
Organization/Unit:	Material Development
Location:	Peshawar

Key Words/ Abbreviations: Training Need Assessments (TNA); Teacher Professional Development (TPD); Continuous Professional Development (CPD); Teacher Training Management Information System (TTMIS); Senior Instructors (SIs); Training of Trainers (TOT)

Purpose: The Instructor - Material Development will assist the Senior Instructor - Material Development in development of training modules and materials.

Key Responsibilities/Main Tasks:

1. Assist the Senior Instructor - Material Development in production and revision of high quality training modules and materials.
2. Assist in coordination with trainers to identify their material development needs.
3. Assist in Identification and maintain a pool of material developers in different subject areas.
4. Assist in Analyzing various models and processes of material development and formulate proposals for adopting certain recognized best practices.
5. Support in identifying relevant stakeholders (organizations and individuals) to be engaged in different activities at various stages of the material development process.
6. Assist the Material Development team in preparing lists of stakeholders, proposed for inclusion in various committees/panels/working groups, for consideration and approval by the Senior Instructor (Material Development).
7. Assist in conducting orientation sessions for the members of various committees/ panels/working groups to brief them about the objectives of material development.
8. Assist in performing following activities for organizing a number of consultative meetings at different stages of the process, as per approved plan:
 - Send invitations to relevant material developers and coordinate to ensure their participation.
 - Circulate agenda/working papers to the members.
 - Make administrative and logistical arrangements for participants of meetings, in collaboration with PITE Admin and Finance staff.
 - Facilitate and support the participants/committees in their work.
 - Prepare minutes of proceedings of the committees/working groups.
9. Maintain record of all draft training materials.
10. Prepare or make arrangement to finalize drafts of all material developed.
11. Coordinate with DCTE for endorsement and submit for approval by the DCTE.
12. Carry out all allied/additional functions assigned by the Senior Instructor (Material Development).

Education: Master in Sciences with B.Ed./ or B. Ed. Hons.

Experience: At least 3 years of progressive experience of working in education sector.

Knowledge, Skills, and other key Attributes:

1. Academic excellence
2. Knowledge of best practices in development of educational materials.
3. Ability to work in a team environment and secure stakeholders cooperation.
4. Knowledge and understanding of national/provincial policies on education including National Professional Standards, and National Curriculum 2006 etc.
5. Ability to work under pressure to achieve time-bound targets.
6. Strong communication, reporting, and interpersonal skills
7. IT skills: able to work on MS word, Excel and power point with ability to compose in Urdu script.

Instructor (Monitoring & Evaluation): BPS-16

A. Job Profile

QUALIFICATION:

- Master or a higher qualification in social sciences with B.Ed./or B.Ed. Hons.
- At least 3 years of progressive experience of working in education sector.

KEY SKILLS:

1. Academic excellence
2. Knowledge of different methodologies/techniques of M&E.
3. Knowledge and understanding of National Professional Standards of Teachers (NPST), and National Curriculum of primary grades.
4. Knowledge of standards and practices for quality assurance of TPD.
5. Strong communication, interpersonal, report writing skills.
6. Strong command over IT skills, particular in MS Word, MS Excel and PowerPoint.

KEY RESPONSIBILITIES:

1. Assist the Senior Instructor (Monitoring and Quality Assurance) in M&E of TPD programs implemented by PITE.
2. Assist Senior Instructor M&E in Identifying context-appropriate methodologies and techniques of M&E.
3. Assist in Identify and develop indicators of quality for different aspects of training workshops.
4. Support in developing standards/benchmarks for indicators of quality.
5. Assist in development of a broad M&E framework, in consultation with relevant stakeholders.
6. Assist in developing different tools/proforma for collection of monitoring data.
7. Assist in developing monitoring plans for various TPD activities.
8. Conduct field visits to monitor the progress and quality of the trainings implemented by other units of PITE and provide feedback.
9. Compile data from monitoring for its analysis by relevant stakeholders.
10. Ensure optimum use of available resources provided to the Unit.
11. Assist Senior Instructor M&E in ensuring compliance with Government procedures for official communications, record-keeping, and expenditures on activities undertaken by the Unit.
12. Carry out all allied/additional functions assigned by the senior officials.

B. Eligibility Criteria
Instructor (Monitoring & Evaluation): BPS-16

S#	Category of Qualification and Experience	Total Marks	Qualifying Marks
	Qualification	45	32
1	Master in Social Sciences/ sciences	22	
2	B.Ed. / B.Ed. Hons/ Educational Planning and Management	10	
3	M.Ed. / MA Education Planning/ any diploma/certificate in M&E course	5	
4	Additional foreign qualification (Degree/diploma/certificate minimum 3 months duration local/foreign)	3	
5	M. Phil	3	
6	Ph.D (if Ph.D. will get total 5 marks 3 marks for M.Phil and 2 marks for Ph.D.)	2	
	Experience	35	20
5	At least 3 years of progressive experience of working in education sector <ul style="list-style-type: none"> ▪ Education Sector (Teaching) – 10 ▪ Any work experience of Monitoring & Evaluation and inspection – 5 marks ▪ Developed training material independently or in team (3 trainings) – 10 marks ▪ Conducted training (independently as Lead Master Trainer 2 and as part of team Trainer 3 trainings) - 10 marks 		
	Knowledge and skills	20	10
6	IT skills; able to work on MS word, Excel and power point. Computer based test	10	5
7	<ul style="list-style-type: none"> • Knowledge and understanding of National Professional Standards of Teachers (NPST), and National Curriculum 2006 • Understanding of TNA, TOT and training material development processes. • Knowledge of best practices in development of educational materials. • Knowledge of learning theories in development and application of instruction material; teaching learning approaches, methods of teaching, knowledge construction, learning theories, active learning, and assessment strategies. • Knowledge of different methodologies/techniques of M&E • Knowledge of standards and practices for quality assurance of TPD. 	10	5

C. Detail Job Description
Instructor (Monitoring & Evaluation): BPS-16

Position Title:	Instructor - Monitoring & Evaluation
Will Report to:	Senior Instructor (Monitoring and Quality Assurance)
Pay Scale:	BS-16
Organization/Unit:	Monitoring & Evaluation Unit - Academic Wing -
Location:	Peshawar

Purpose: The Instructor (Monitoring & Evaluation) will assist Senior Instructor (Monitoring and QA) in the M&E of training programs of PITE.

Key Responsibilities/Main Tasks:

1. Assist the Senior Instructor (Monitoring and Quality Assurance) in M&E of TPD programs implemented by PITE.
2. Assist Senior Instructor M&E in Identifying context-appropriate methodologies and techniques of M&E.
3. Assist in Identify and develop indicators of quality for different aspects of training workshops.
4. Support in developing standards/benchmarks for indicators of quality.
5. Assist in development of a broad M&E framework, in consultation with relevant stakeholders.
6. Assist in developing different tools/proforma for collection of monitoring data.
7. Assist in developing monitoring plans for various TPD activities.
8. Conduct field visits to monitor the progress and quality of the trainings implemented by other units of PITE and provide feedback.
9. Compile data from monitoring for its analysis by relevant stakeholders.
10. Ensure optimum use of available resources provided to the Unit.
11. Assist Senior Instructor M&E in ensuring compliance with Government procedures for official communications, record-keeping, and expenditures on activities undertaken by the Unit.
12. Carry out all allied/additional functions assigned by the Deputy Director (Academics).

Education: Master or a higher qualification in in social sciences with B.Ed/ or B.Ed Hons.

Experience: At least 3 years of progressive experience of working in education sector.

Knowledge, Skills, and other key Attributes:

1. Academic excellence
 2. Knowledge of different methodologies/techniques of M&E.
 3. Knowledge and understanding of National Professional Standards of Teachers (NPST), and National Curriculum of primary grades.
 4. Knowledge of standards and practices for quality assurance of TPD.
 5. Strong communication, interpersonal, report writing skills.
- Strong command over IT skills, particular in MS Word, MS Excel and PowerPoint.