

JOB DESCRIPTIONS

Job description of Education Advisor – MP-I Scale

(1) The Education Advisor will be required to provide advisory and technical support to the E&SED in policy, planning and reforms development and implementation. He/she will support the Department in policy dialogue with Federal and other Provincial Governments and other donors during the development and execution of reforms programmes and play role in monitoring the progress and impact of the programmes. He/she will require not only a good understanding of the country education sector, but also labour market dynamics, economic growth and governance in the sector, as well as proven skills in monitoring and evaluation.

(2) Without prejudice to the generality of clause ‘1’ above, the Education Advisor shall perform the following functions;

- I. Provide high quality and relevant policy and technical advice to the Government of Khyber Pakhtunkhwa related to Elementary and Secondary Education;
- II. Work closely with local and international donors, in the development, implementation and monitoring of the Elementary & Secondary Education Reform Programmes;
- III. Maintaining and strengthening relationships with partners including federal, provincial and district officials, other development partners, NGOs and civil society organisations;
- IV. Maintaining and strengthening E&SED knowledge and in-house expertise on all aspects of education in Pakistan including governance and political developments;
- V. Providing timely and effective advice to stakeholders on all aspects of Education policies and programmes, including governance and management, access to and quality of training, with particular emphasis on improving equity and inclusion;
- VI. Providing advice on additional analytical work relating to skills development in order to inform practical and evidence-based policies and strategies;
- VII. Promoting the emergence, sharing and adoption of best practices;
- VIII. Monitoring and ensuring the effective implementation of the National Curriculum Framework by means of innovative methodologies and approaches, including the extensive adoption of information and communication technologies as pedagogical tools, so that all students receive their educational entitlement according to their potential;
- IX. Ensuring, within established parameters, the appropriate selection and use of teaching and learning resources, services and facilities;
- X. In conjunction with the Directorate of E&SE, ensuring the timely recruitment, induction and continuing professional development of the teaching, managerial, administrative and other support staff according to provincially established criteria and procedures;
- XI. Research and analyse quality, access and governance issues concerning elementary and secondary education in Khyber Pakhtunkhwa; conduct surveys and collect data for the purpose; analyse information; and prepare policy recommendations for the Government;
- XII. Steer the development of Education Sector Plans and reforms agenda of the department;
- XIII. Periodic review of education policies and reforms to assess their relevance, efficiency and effectiveness;
- XIV. Development of policies for public-private partnerships in coordination with the PPP Advisor to achieve goals in respect of guaranteed access of every child to quality education;

- XV. Preparation of policies for economically most efficient use of conditional grants, incentives, scholarships etc.; and
- XVI. Perform any other function assigned by the Secretary E&SED or the Director (ESRU).

Job description of Public Finance Management Specialist – MP-I Scale

(1) The Public Finance Management Specialist will be a lead resource for the E&SED for reforms in budget formulation, budget execution, accounting, auditing, internal controls, inter-governmental fiscal relations, financial management information systems etc. including but not limited to regulatory framework therefor and all matters connected with or ancillary to the aforesaid matters.

(2) Without prejudice to the generality of clause ‘1’ above, the Public Finance Management Specialist shall perform the following functions;

- I. Develop and maintain an integrated accounting, budgeting, financial management, communication and monitoring system which complies with applicable standards and policies and provides for complete, reliable, consistent and timely information, prepared on a uniform basis, which is responsive to the information needs of the E&SED;
- II. Development and reporting of cost information of services and things of value provided by the E&SED;
- III. Putting in place measures for risk assessment, prevention and detection of frauds and assets management;
- IV. Maintain schedule of establishment of the said E&SED and of the District / City District Governments in the Khyber Pakhtunkhwa and assist the E&SED in cases involving schedule of new expenditure (SNE);
- V. Assist the E&SED and its entities in internal controls;
- VI. Deal with matters pertaining to audit including Departmental Accounts Committees, Special Departmental Accounts Committees, Public Accounts Committees, Appropriation Accounts and reconciliation of accounts;
- VII. Systemic review of regulatory framework relating to public finance management;
- VIII. Support E&SED in costing of the Education Sector Plan and its updating;
- IX. Introduction of school-based budgeting and matters connected therewith;
- X. Regular review of Annual Development Programme and budget execution and regulatory framework and measures consequential thereto;
- XI. Dealing with matters pertaining to the online budgeting and accounting system introduced through the Project to Improve Financial Reporting and Auditing (PIFRA);
- XII. Mainstreaming of public financial management aspects of the Parent-Teacher-Councils (PTCs);
- XIII. Analysis of new programmes, plans, projects, policies for their PFM aspects;
- XIV. Undertaking studies to ascertain financial sustainability of autonomous bodies and special institution of the E&SED;
- XV. Liaison with the Finance Department, Accountant General, Khyber Pakhtunkhwa and Provincial Assembly;
- XVI. Support Education Advisor in undertaking research and studies on any matter relating to the elementary and secondary education;
- XVII. Propose measures to ensure expeditious, economical and effective budget execution to produce intended results and exercise all available powers therefor;

- XVIII. Deal with Provincial Finance Commission and financial matters of the District / City District Governments in the Khyber Pakhtunkhwa;
- XIX. Support Education Advisor in developing policies for conditional grants; and
- XX. Perform any other function assigned by the Secretary E&SED or the Director (ESRU).

Job description of Public Private Partnership Specialist – MP-II Scale

(1) The PPP Specialist will be responsible for providing alternative options for providing education services beside public service delivery. However, the current PPP legal framework “KP Public Private Partnership Act 2014” encourages only infrastructure projects and ignores services. PPP is embedded in the design of KP Education Sector Reforms Programme. The PPP Node at E&SED already exists and is linked with the PPP Unit, in P&D Department, GoKP. The PPP Specialist will primarily work on the revision of KP PPP Act, to provide a legal cover for the broadened scope of PPP. It will also open doors to Private Education Management Organizations (PEMO’s) to run government schools effectively under a legal contractual arrangement with the GoKP E&SED.

(2) Without prejudice to the generality of clause ‘1’ above, the PPP Specialist shall perform the following functions:

- I. Provide technical assistance and comprehensive capacity building support to E&SED in different aspects of the institutionalization, promotion, development and implementation of PPP projects and systems, framework and policy;
- II. Assist E&SED GoKP to support Public Private Partnership (PPP) PMU at the E&SED to improve its capacity to promote, develop and implement PPP projects;
- III. Develop standardized PPP tool kits and education sector-specific guidelines and get it approved from the competent authority;
- IV. Develop education specific PPP management information system and provide support to the E&SED for its effective utilization;
- V. Develop linkages between E&SED and private sector entities and follow-up and management of public-private partnerships;
- VI. Facilitate partnership agreements and support parameters for all involved parties;
- VII. Interact with provincial education departments and key officials from other government departments to engage them to support E&SED PPP interventions and its sustainability;
- VIII. Engage the private sector including business corporation, foundations, donors, NGOs, INGOs, and other private entities to promote a culture of private support to improve education outcomes in Khyber Pakhtunkhwa;
- IX. Undertake the above through a ‘learning-by-doing’ approach through involving the respective government officials in the actual PPP transactions and play an instrumental role in this regard;
- X. Maintain a close coordination with PD PMUPPP to complement each other’s work on PPP and PEMOs (Private Education Management Organizations);
- XI. Assist E&SED/ PPP PMU at E&SED to undertake analysis of successes and failures in PPPs in education preferably basic education (formal and non-formal) in Pakistan/KP and recommend institutionalizing PPP best practices within E&SED. This will cover both programmatic and technical aspects of PPP projects such as project appraisal, risk assessment, bidding process and monitoring and management of projects;
- XII. Maintain a database of public-private partnership activities, and develop periodic reports;
- XIII. Perform any other function assigned by the Secretary E&SED or the Director (ESRU).

Job description of Procurement/ Contract Management Specialist – MP-II Scale

(1) The Procurement/ Contract Management Specialist will be responsible for development of procurement plans, assistance in preparation of bidding documents, advice on any matter relating to procurements, review of legality of all legal instruments relating to the E&SED, its autonomous bodies, attached departments and field formations, drafting of laws, rules, regulations, executive instructions etc., advice on legal questions in a matter and assistance in preparation of viewpoint of the E&SED, its autonomous bodies, attached departments and field formations in a case under adjudication and to render assistance / advice on all questions connected with or ancillary to procurement and legislation.

(2) Without prejudice to the generality of clause ‘1’ above, the Procurement / Contract Management Specialist shall perform the following functions;

- I. Prepare procurements plans for the E&SED, its autonomous bodies, attached departments and field formations;
- II. Assist in preparation of bidding documents;
- III. Tender advice on any matter relating to procurements and contract management;
- IV. Suggest measures and methods to get maximum value for money through efficient, effective and economical procurements;
- V. Research and analyse procurement data, practices and regulatory framework and suggest reforms;
- VI. Assist the E&SED, its autonomous bodies and the District / City District Governments in arbitration relating to procurements;
- VII. Vet memorandums of understanding, contracts and other legally binding instruments relating to procurements to minimize exposure to liabilities and disputes;
- VIII. Analyse laws, rules and regulations having the force of law relating to procurement and contract management and identify potential legal problems arising therefrom for E&SED and its entities or autonomous bodies;
- IX. Make recommendations for procurement related policy, procedure or legislative changes, ascertain their legality and offer solutions, where required;
- X. Coordinate with the Law, Parliamentary Affairs and Human Rights Department, KP Public Procurement Regulatory Authority etc. in connection with all matters relating to legislation, subordinate legislation and litigation arising out of procurement contracts;
- XI. Advise on any question relating to procurements under consideration of the E&SED, its autonomous bodies, attached departments and field formations or under litigation;
- XII. Assist the E&SED, its autonomous bodies, attached departments and field formations in preparation of para-wise comments, reports, written statements for filing in courts of law in relation to procurement contracts undertaken;
- XIII. Render advice on any matter relating to or arising of an inquiry relating to procurements;
- XIV. Facilitation in capacity-building of all concerned in procurements and contract management matters; and
- XV. Perform any other function assigned by the Secretary E&SED or the Director (ESRU).

Job description of Communications Specialist – MP-III Scale

(1) The Communications Specialist will develop and execute internal and external communications strategy for the E&SED, its autonomous bodies, attached departments and field formations for promotion of a shared vision of reforms in elementary and secondary education, building and maintaining confidence of employees, students, parents, media and others on the policies of the E&SED, motivating and constantly engaging teachers and administrators of the schools to realize their full potential for equipping the students with knowledge and skills of the desired quality, overcoming external reputational crisis and gaining confidence of the men in the street in public sector schools and other institutions, and convincing decision-makers to allocate funds as per assessed requirements of the E&SED at provincial as well as district level.

(2) Without prejudice to the generality of clause ‘1’ above, the Communications Specialist shall perform the following functions;

- I. Handle information output, press releases, media requests, advertising, social media, pro-active disclosure of information, special media campaigns of the E&SED, its autonomous bodies, attached departments and field formations;
- II. Website maintenance and content development for the E&SED;
- III. Draft content for selective as well as mass communication;
- IV. Plan and organize events and press conferences etc.;
- V. Design and launch SMS, email, social media, electronic and press media campaigns;
- VI. Track, monitor, measure and disseminate, both social and traditional, media mentions of the E&SED, its autonomous bodies, attached departments and field formations;
- VII. Develop an in-depth understanding of policies, plans and activities of the E&SED, its autonomous bodies, attached departments and field formations and prepare draft speeches, policy briefs, talking points for all concerned;
- VIII. Measure and present results of internal and external communications strategies;
- IX. Edit, design and print internal publications;
- X. Plan, issue and maintain an online E&SED Gazette to electronically record and display information and documents relating to the E&SED, its autonomous bodies, attached departments and field formations;
- XI. Plan and execute issuance of monthly magazines for students of elementary and secondary classes;
- XII. Plan and coordinate for launching of a KP School Education FM Radio;
- XIII. Plan and coordinate for launching of a KP School Education TV;
- XIV. Facilitation in capacity-building of all concerned in communications strategy development and execution; and
- XV. Perform any other function assigned by the Secretary E&SED or the Director (ESRU).

Job description of PFM/ Internal Audit Specialist – MP-III Scale

(1) The PFM/Internal Audit Specialist will assist E&SED and its attached departments, autonomous bodies in relation to the effectiveness and integrity of organization management operations and reporting of its responsibilities, to exercise due care, diligence and skill in relation to the oversight of the:

- Development, maintenance, implementation and review of the internal audit work programmes and audit plans;
- Evaluation of risk management frameworks of the operations of the department and the monitoring of compliance;
- Review and evaluation the financial management and internal control systems.

(2) Without prejudice to the generality of clause ‘1’ above, the PFM/Internal Audit Specialist shall perform the following functions;

- I. Support PFM Advisor in development and maintenance of integrated accounting, budgeting, financial management, communication and monitoring system which complies with applicable standards and policies and provides for complete, reliable, consistent and timely information, prepared on a uniform basis, which is responsive to the information needs of the E&SED;
- II. Support Internal Audit Cell in development of risk based audit plan for the E&SED and its timely execution and reporting to the high ups;
- III. Provide objective and independent assurance to the E&SED on the Effectiveness of governance, risk management, and control processes;
- IV. Effectiveness of the financial reporting systems;
- V. Level of compliance with relevant laws and regulations;
- VI. Observance to the established internal policies and procedures;
- VII. Integrity and reliability of financial and operational information;
- VIII. Efficiency and effectiveness of operations and utilization of financial and other resources;
- IX. Security and safety of assets of E&SED;
- X. Attainment of established operational goals and objectives;
- XI. Status update on prior audit findings in coordination with the SO Audit;
- XII. Convening DACs in coordination with the SO Audit for resolution of outstanding audit paras;
- XIII. Validate that the procurement and contracting activities at E&SED and its attached departments have been undertaken in compliance with the KPPRA rules;
- XIV. Evaluate the effectiveness and efficiency of the procurement and contracting activities;
- XV. Determine value for money obtained for the procurement and contracting activities for the period under review;
- XVI. Perform any other function assigned by the Secretary E&SED or the Director (ESRU).

Job description of Data Analysis Specialist – MP-III Scale

(1) The Data Analysis Specialist will study, develop and apply theories and concepts from statistical analysis and economics in all activities, programmes, plans and policies concerning elementary and secondary education with a view to produce intended results with economy, efficiency and effectiveness.

(2) Without prejudice to the generality of clause ‘1’ above, the Data Analysis Specialist shall perform the following functions;

- I. Research and analyse economic issues concerning elementary and secondary education in Khyber Pakhtunkhwa; conduct surveys and collect data for the purpose; analyse data using mathematical models and statistical techniques; and prepare reports, tables and charts that present research results;
- II. Interpret data, analyse results using statistical techniques and provide ongoing reports;
- III. Develop and implement databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality;
- IV. Acquire data from primary or secondary data sources and maintain databases/data systems;
- V. Identify, analyse, and interpret trends or patterns in complex data sets and report back to the E&SE senior management for timely corrective measures;
- VI. Filter and “clean” data by reviewing computer reports, printouts, and performance indicators to locate and correct code problems;
- VII. Work with E&SE management to prioritize department information needs;
- VIII. Locate and define new process improvement opportunities;
- IX. Researches best practices; develop implementation plan of operational and cost improvement strategies; assists in seeking, evaluating and implementing new technology;
- X. Provides research assistance for strategic planning and reforms development efforts;
- XI. Carry-out financial sustainability analysis of all entities, programmes and policies relating to elementary and secondary education;
- XII. Cost-benefit analysis of all projects, programmes, plans and policies of the E&SED, its autonomous bodies and District / City District Governments in the area of elementary and secondary education;
- XIII. Assist in costing of the Education Sector Plan;
- XIV. Periodic review of budget execution; plans to phase and sequence budget execution;
- XV. Development of economic models for community participation in school’s improvement;
- XVI. Perform any other function assigned by the Secretary E&SED or the Director (ESRU).