Job description of Public Finance Management Advisor – MBS-II 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;

1. 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;
2. Development and reporting of cost information of services and things of value provided by the E&SED;
3. Putting in place measures for risk assessment, prevention and detection of frauds and assets management;
4. 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);
5. Assist the E&SED and its entities in internal controls;
6. Deal with matters pertaining to audit including Departmental Accounts Committees, Special Departmental Accounts Committees, Public Accounts Committees, Appropriation Accounts and reconciliation of accounts;
7. Systemic review of regulatory framework relating to public finance management;
8. Support E&SED in costing of the Education Sector Plan and its updating;
9. Introduction of school-based budgeting and matters connected therewith;
10. Regular review of Annual Development Programme and budget execution and regulatory framework and measures consequential thereto;
11. Dealing with matters pertaining to the online budgeting and accounting system introduced through the Project to Improve Financial Reporting and Auditing (PIFRA);
12. Mainstreaming of public financial management aspects of the Parent-Teacher-Councils (PTCs);
13. Analysis of new programmes, plans, projects, policies for their PFM aspects;
14. Undertaking studies to ascertain financial sustainability of autonomous bodies and special institution of the E&SED;
15. Liaison with the Finance Department, Accountant General, Khyber Pakhtunkhwa and Provincial Assembly;
16. Support Education Advisor in undertaking research and studies on any matter relating to the elementary and secondary education;
17. Propose measures to ensure expeditious, economical and effective budget execution to produce intended results and exercise all available powers therefor;
18. Deal with Provincial Finance Commission and financial matters of the District / City District Governments in the Khyber Pakhtunkhwa;
19. Support Education Advisor in developing policies for conditional grants; and
20. Perform any other function assigned by the Secretary E&SED or the Director (ESRU).

Job description of Procurement/ Contract Management Specialist – MBS-III 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;

1. Prepare procurements plans for the E&SED, its autonomous bodies, attached departments and field formations;
2. Assist in preparation of bidding documents;
3. Tender advice on any matter relating to procurements and contract management;
4. Suggest measures and methods to get maximum value for money through efficient, effective and economical procurements;
5. Research and analyse procurement data, practices and regulatory framework and suggest reforms;
6. Assist the E&SED, its autonomous bodies and the District / City District Governments in arbitration relating to procurements;
7. Vet memorandums of understanding, contracts and other legally binding instruments relating to procurements to minimize exposure to liabilities and disputes;
8. 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;
9. Make recommendations for procurement related policy, procedure or legislative changes, ascertain their legality and offer solutions, where required;
10. 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;
11. Advise on any question relating to procurements under consideration of the E&SED, its autonomous bodies, attached departments and field formations or under litigation;
12. 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;
13. Render advice on any matter relating to or arising of an inquiry relating to procurements;
14. Facilitation in capacity-building of all concerned in procurements and contract management matters; and
15. Perform any other function assigned by the Secretary E&SED or the Director (ESRU).

Job description of Communications Specialist – MBS-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;

1. 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;
2. Website maintenance and content development for the E&SED;
3. Draft content for selective as well as mass communication;
4. Plan and organize events and press conferences etc.;
5. Design and launch SMS, email, social media, electronic and press media campaigns;
6. Track, monitor, measure and disseminate, both social and traditional, media mentions of the E&SED, its autonomous bodies, attached departments and field formations;
7. 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;
8. Measure and present results of internal and external communications strategies;
9. Edit, design and print internal publications;
10. 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;
11. Plan and execute issuance of monthly magazines for students of elementary and secondary classes;
12. Plan and coordinate for launching of a KP School Education FM Radio;
13. Plan and coordinate for launching of a KP School Education TV;
14. Facilitation in capacity-building of all concerned in communications strategy development and execution; and
15. Perform any other function assigned by the Secretary E&SED or the Director (ESRU).