

**REQUEST FOR EXPRESSION OF INTEREST FOR SELECTION OF INDIVIDUAL CONSULTANTS**

The Government of the Punjab, School Education Department, under the Chief Minister's vision and implementation of School Roadmap Programme is going to establish a Financial Management Cell (FMC) and Secretary's Delivery Unit (SDU) to achieve the strategic targets through effective and efficient utilization of development resources in the Education Sector for promoting quality education.

School Education Department invites experienced professionals having relevant experience / qualification from recognized universities to indicate their interest in providing the services. Market Based Salaries will be offered to the selected candidates. Interested candidates should provide information indicating that they are qualified to perform the indicated services on contract basis initially for one year with possibility of extension:

Sr. No.	Name of the Post	No. of Posts	Qualification	Experience	Age Limit
1.	Public Financial Management Specialist / MTBF Specialist	1	<ul style="list-style-type: none"> <li>MBA Finance, M.Com, ACMA, ACCA or equivalent from HEC recognized institute or Foreign University.</li> <li>Proficiency in MS Office and MS Project.</li> <li>Certification in PMP/PMI/PRIMAVERA is preferred.</li> <li>Good Oral and Written communication skills in English.</li> </ul>	<ul style="list-style-type: none"> <li>7 Years relevant hand-on experience with at least 3 years PFM related experience, in reputed organizations.</li> <li>Demonstrable experience of working on OBB in the public sector.</li> </ul>	30-45
2.	PIFRA (SAP Certified) Specialist	1	<ul style="list-style-type: none"> <li>MBA Finance, M.Com, ACMA, ACCA, Computer Science or equivalent from HEC recognized or Foreign University.</li> <li>Preferably a SAP certified professional.</li> <li>Proficiency in MS Office &amp; MS Project.</li> <li>Good oral and written communication/ skills in English.</li> </ul>	<ul style="list-style-type: none"> <li>At least 5 years of hands-on experience on SAP system with 2-years experience of working on PIFRA in reputed organization / institute.</li> </ul>	26-40
3.	Financial Analyst (Internal Audit & External Audit)	2	<ul style="list-style-type: none"> <li>MBA Finance, M.Com, ACMA, ACCA or equivalent for HEC recognized or Foreign University.</li> <li>Proficiency in MS Office &amp; MS Project.</li> <li>Good oral and written communication/ skills in English/Presentation Skills.</li> </ul>	<ul style="list-style-type: none"> <li>3 years experience with at least 1 year PFM related experience in reputed organization / institution.</li> <li>Experience of working in positions providing exposure to matters relating to budgeting, accounting and auditing will be preferred.</li> </ul>	24-36
4.	Head of Secretary's Delivery Unit	1	<ul style="list-style-type: none"> <li>Master Degree from HEC recognized or international university.</li> </ul>	<ul style="list-style-type: none"> <li>More than 5 years experience (preferably in similar roles).</li> </ul>	26-40
5.	Implementation Analysts	2	<ul style="list-style-type: none"> <li>Master Degree from HEC recognized or international university.</li> </ul>	<ul style="list-style-type: none"> <li>2 years of experience (preferably in similar roles)</li> </ul>	23-35

Detailed Job description / TORs for the above positions can be downloaded from the Schools Education Department's Website: [www.schools.punjab.gov.pk](http://www.schools.punjab.gov.pk). Above positions are merit based and located at Lahore.

Interested candidates should apply alongwith complete CV showing qualification, experience etc and copy of CNIC which should reach the office of Additional Secretary (Schools), School Education Department by 3:00 PM on September 28, 2017. Only short-listed candidates will be called for interview.

Secretary,  
Government of the Punjab,  
School Education Department,  
2-Bank Road, Old P&D Building,  
Lahore.  
Tel: 042-99212012  
042-99210128

**ELIGIBILITY CRITERIA AND JOB DESCRIPTION FOR THE POST****1. PFM / MTBF SPECIALIST**

<b>Job Title</b>	PFM / MTBF Specialist
<b>Remuneration</b>	PKR 500,000/ pm
<b>Responsible To comply</b>	Secretary School Education Department, Government of Punjab
<b>Qualification</b>	<ul style="list-style-type: none"> <li>• MBA Finance, M.Com, ACMA, ACCA or equivalent from HEC recognized institute or Foreign University.</li> <li>• Proficiency in MS Office and MS Project,</li> <li>• Certification in PMP/PMI/PRIMAVERA is preferred</li> <li>• Good oral and written communication skills in English</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• 7 years relevant hand-on experience with at least 3 years PFM related experience, in reputed organizations.</li> <li>• Demonstrable experience of working on OBB in the public sector</li> </ul>
<b>Supervision</b>	Entire staff of FMC

**Job Description:**

- Carry forward the OBB/ MTBF/MTDF initiated under SNG
- Determining the outputs and outcomes indicators in close liaison with the Roadmap team and the PMIU for OBB
- Preparation of cash and procurement plans for the SED and its allied entities
- Preparation of OBB/ MTBF / MTDF budget statements
- Facilitating training of SED officials, its Attached Deptts and field formations on OBB
- Support the SED and its allied agencies in preparation of development project documents and tender documents
- Review MTBF budgets after taking into account PC-1 allocations, previous budget estimates and actual expenditure for last year
- Undertake budget analysis with respect to object, function and projects and submit to the competent authority for review
- Prepare analytical reports as required
- Provide technical assistance in drafting annotations of audit objections
- Liaise closely with B&P Wing of SED for planning, budgeting and reporting
- Assist in formulating budget ceilings for the DDOs and consolidating budget demands
- Generate budget execution reports of various kind with the help of PIFRA Specialist
- Coordinate with AG, Lahore Treasury, FD & P&D on behalf of the SED
- Assist Secretary/Special Secretary/Additional Secretary SED in conducting budget review meetings and EDOs conferences
- Support the SED in budget review meetings in the FD and P&D
- Reconciliation of accounts on regular basis
- Coordinate activities with Finance Department for timely budget releases etc.
- Any other task assigned by School Education Department

**Skills & Competencies:**

- Diverse education and work experience and the ability to bring and appreciate a variety of perspectives and dimensions
- Analytical, interpersonal and communication skills
- Initiative, teamwork, coaching, motivational and leadership skills

## ELIGIBILITY CRITERIA AND JOB DESCRIPTION FOR THE POST

### 2. PIFRA (SAP CERTIFIED) SPECIALIST

<b>Job Title</b>	PIFRA (SAP Certified) Specialist
<b>Remuneration</b>	PKR 500,000/ pm
<b>Responsible to comply</b>	PFM Specialist
<b>Qualification</b>	<ul style="list-style-type: none"> <li>• MBA Finance, M.Com, ACMA, ACCA, Computer Science or equivalent from HEC recognized or Foreign University</li> <li>• Preferably a SAP certified professional</li> <li>• Proficiency in MS Office &amp; MS Project</li> <li>• Good oral and written communication skills in English</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• At least 5 years of hands-on experience on SAP system with 2-years experience of working on PIFRA in reputed organization / institute.</li> </ul>

#### Job Description:

- Assisting the PFM Specialist FMC in generating budget execution reports
- Downloading all types of data from PIFRA system as per needs
- Maintain data of budgetary releases through PIFRA system
- Maintenance of District / DEAs PIFRA current and development side data
- Maintenance and functioning of PIFRA system in the SED
- Any other task assigned by School Education Department.

#### Skills & Competencies:

- Diversity of education and work experience and the ability to bring and appreciate a variety of perspectives and dimensions
- Analytical, interpersonal and communication skills
- Initiative
- Teamwork

## ELIGIBILITY CRITERIA AND JOB DESCRIPTION FOR THE POST

### 3. FINANCIAL ANALYST (INTERNAL AUDIT & EXTERNAL AUDIT) 02 Posts

<b>Job Title</b>	Financial Analyst (Internal Audit & External Audit) 02 Posts
<b>Salary PKR</b>	300,000/ pm each post
<b>Responsible to comply</b>	PFM Specialist
<b>Qualification</b>	<ul style="list-style-type: none"><li>• MBA Finance, M.Com., ACMA, ACCA or equivalent for HED recognized or Foreign University</li><li>• Proficiency in MS Office &amp; MS Project</li><li>• Good oral and written communication / Skills in English / Presentation Skills.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• 3 years experience with at least 1 years PFM related experience in reputed organization / institution.</li><li>• Experience of working in positions providing exposure to matters relating to budgeting, accounting and auditing will be preferred</li></ul>

#### Job Description:

- Assist the PFM Specialist in preparation of MTBF / MTDF budget statements
- Coordinate with FD on behalf of the SED
- Assist in formulating budget ceilings for the DDOs
- Consolidating budget demands
- Assist in preparation of MTBF/OBB budget statements
- Assist PFM Specialist in reconciliation of accounts
- Prepare audit annotations, get compliance of audit observations verified
- Coordinate activities with Finance Department for timely budget releases etc.
- Any other task assigned by SED / PFM Specialist.
- Assist the PFM Specialist in preparation of budget execution reports with special focus on the NSB releases and their utilization
- Prepare monthly / quarterly budget execution statements of all types with the help of PIFRA Specialist
- Conduct risk analysis and internal audit, identify risk areas and weak controls and suggest measures strengthening internal controls
- Maintain close liaison with the PMIU and the district education tiers /DEAs

#### Skills & Competencies:

- Accounting, reporting, compliance and internal controls
- Analytical skills
- Initiative
- Teamwork

## ELIGIBILITY CRITERIA AND JOB DESCRIPTION FOR THE POST

### 1. HEAD OF SECRETARY'S DELIVERY UNIT (1 POST):

<b>Job Title</b>	Head of Secretary's Delivery Unit (01 Post)
<b>Remuneration</b>	PKR 200,000/ pm
<b>Responsible to comply</b>	Secretary, SED
<b>Qualification</b>	<ul style="list-style-type: none"><li>• Master Degree from a HEC recognized or international university</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• More than 5 years of experience (preferably in similar roles)</li></ul>

#### Job Description:

- Set the overall vision and aspirations for achieving the Education Roadmap goals, mobilize support and engage all stakeholders (including all government departments, DFID, SMU)
- Responsible for supervising the SDU and coordinating with various Government departments by managing the service delivery end for Punjab Education Sector Reform Program (PESP).
- Perform and manage analysis across the work stream team to deliver on strategic concepts, data analysis and implementation of the priorities.
- Engage with the Secretary SED on issues and opportunities by problem solving effectively, drawing on sound business judgment and strong analytical skills
- Execute transformation plan
  - Lead significant initiatives to ensure desired impact across the four workstreams
  - Help Implementation Unit associates secure resources as needed
- Communication across all departments at various stages
- Identify root cause and assist in problem resolution
- Required to prepare communication and presentation material drawing on insights from the analysis developed by the team.
- Needs to provide leadership to the team members and coach them on day to day responsibilities.
- Required to interact with very senior Government officials and lead key meetings.

#### Key Interactions:

- Weekly meetings involving Secretary SED and to share progress updates and review issues
- Monthly progress review with key stakeholders

- Ad hoc engagement with Initiative Associates to discuss progress of specific initiatives

### **Skills & Competencies:**

- High potential candidate who is currently a report to the CEO/Head of department or a member of the top team
- Strong operating knowledge of business and industry (>5 years)
- Positive track record of driving groups to overcome challenging obstacles and willingness to do something different
- Known for staying ahead of the problem (is often sought after for strategic advice)
- Perceived as fair and credible, not political
- Aptitude for building solid, trust based relationships
- Strong communication skills, with ability to present to senior stakeholders
- Strong problem solving skills and the ability to think in a structured way
- High energy to drive change, inspirational

## E. ELIGIBILITY CRITERIA AND JOB DESCRIPTION FOR THE POST

### 2. IMPLEMENTATION ANALYSTS (2 POSTS):

<b>Job Title</b>	Implementation Analysts (02 Posts)
<b>Remuneration</b>	PKR 150,000/ pm each post
<b>Responsible to comply</b>	Secretary, SED
<b>Qualification</b>	<ul style="list-style-type: none"><li>• Master Degree from a HEC recognized or international university</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• 2 years of experience (preferably in similar roles)</li></ul>

#### Job Description:

- Responsible for supporting the Secretary SED and coordinating with Government departments for detailed and accurate analysis to support the identification and implementation of roadmap priorities as part of the Punjab Education Sector Reform Program (PESP).
- Detail oriented, determined and focused persons required who can manage sets of data, with problem solving approach, so as to conduct accurate analysis.
- Required to prepare communication and presentation material drawing on insights from the analysis.
- Required to support various government departments on implementation of these priorities.
- Design initiatives to incorporate workstream objectives by defining overall scope, deliverables, cultural interventions and team
- Manage progress of initiatives
  - Manage team and financial resources assigned to individual initiative
  - Work with departments to design culture change interventions as part of initiative
  - Act as a coach and mentor to direct reports and junior leaders across departments
  - Identify and resolve issues, escalating to Implementation Unit Lead/ Secretary SED as necessary
- Track and communicate project status to Internal Stocktake team
  - Track project costs to ensure within allowed budget
  - Report initiative progress relative to approved targets and milestones
  - Report key learnings/decision made
- Support overall progress of transformation

- Establish trustful relationships in the context of the initiatives and sustain relationships for future assignments
- Develop and document functional training materials together with the rest of the Implementation Unit
- Manage sets of data and conduct detailed data analyses to monitor implementation, issue identification and problem solving

**Skills & Competencies:**

- High performing individual in a line management position (1-2 years), with strong standing to be perceived as peer for most management levels
- Understanding of functional areas and/or interventions associated with specific initiative
- Ability to drive change management work stream in a project context with limited guidance
- Sound business judgment to ensure cultural aspirations are well integrated in performance improvement and intervention activities
- Proven problem solving and analytical skills
- Ability to coach and train, including conducting group and one to one training
- Strong influencing skills, including managing teams through change
- Strong relationship building and communication skills
- Strong analytic and data analysis skills
- High level of energy and creativity for transformation, willingness to go the extra mile