

**Program Director/Unit Head**

**Terms of Reference (TORs)**

***Manage and oversee the Unit and all program activities of different programs housed in the Unit. The major job responsibilities will include:***

- Responsible for technical support for Program out comes/ activities. This will include TORs development, interaction with concerned departments, liaison with consultants including contract management issues, review of outputs, monitoring of program results and follow up on reform proposal, amongst other;
- Provide assistance to Implementing partners in all matters including program management, interaction with donors, recording of minutes of meeting, preparing presentation, dissemination of communication material and preparation of relevant reports as required by the government and development partners;
- Interact with provincial government departments, international donors and other stakeholders of the program;
- Advise and report to Secretary P&D on program related activities;
- Responsible flow for close coordination with and monitoring of implementing agencies, target departments/ districts of other programs for timely achievements of program results;
- Develop concept notes on key program interventions in collaboration with World Bank Team and relevant government departments
- Coordinate with all implementing agencies, departments and other stakeholders of the Program for holding consultative sessions on key program's interventions;
- Guide to prepare and consolidate expenditure framework, Budget Execution Reports, Implementation Plans and Procurement Plans required under J&C Program;
- Help implementing agencies to prepare PC-1s to execute program activities and provide advisory services to the departments for aligning PC-1s with overall Program objectives;
- Coordinate overall Investment Climate Project being funded by World Bank in order to improve doing business indicators of Punjab and help World Bank team to design and conduct studies with regard to business regulations mapping etc.
- Guide and advise consultants to prepare operational and procurement manuals for Implementing agencies under different Programs;
- Develop Terms of Reference (TORs) for consultants to engage consulting services on various program activities.

- Monitor program activities being implemented by different Implementing Agencies of the program and address issues and bottlenecks.
- Provide Technical Assistance to Implementing Agencies for implementation of program activities.

• **Qualification and Experience Required:**

- Master Degree/BSc. BS Hons. in Economics, Finance, Business Administration, Public Administration, Business Economics, Development Studies, Management & Planning from a reputed/recognized foreign university;
- At least ten years' experience in Public sector, private or non-government sector or international organization;
- Prior experience of having worked for foreign aided projects in governance, improving business environment, competitiveness or agriculture will be highly preferred.
- Candidates who are well versed with World Bank's Program Implementation and having prior work experience of managing Program For Results instrument will be highly preferred.
- Good communication, report writing and presentation skills;



**Program Manager**

**Terms of Reference (TORs)**

***The Program Manager will assist Program Director/Unit Head in managing and oversee the relevant programs housed in the Unit. The job responsibilities will include:***

- Provide assistance to Director and Implementing partners in all matters including program management, interaction with donors, recording of minutes of meeting, preparing presentation, dissemination of communication material and preparation of relevant reports as required by the government and development partners;
- Independently manage the Programs and related team housed in the unit
- Interact with provincial government departments, international donors and other stakeholders of the program;
- Responsible for close coordination with and monitoring of implementing agencies, target departments/ districts of other programs for timely achievements of program results;
- Develop concept notes on key program interventions in collaboration with World Bank Team and relevant government departments;

- Coordinate with all implementing agencies, departments and other stakeholders of the Program for holding consultative sessions on key program's interventions;
- Guide to prepare and consolidate expenditure framework, Budget Execution Reports, Implementation Plans and Procurement Plans required under J&C Program;
- Help implementing agencies to prepare PC-1s to execute program activities and provide advisory services to the departments for aligning PC-1s with overall Program objectives;
- Guide and advise consultants to prepare operational and procurement manuals for Implementing agencies under different programs;
- Develop Terms of Reference (TORs) for consultants to engage consulting services on various program activities.
- Monitor program activities being implemented by different Implementing Agencies of the program and address issues and bottlenecks.
- Provide Technical Assistance to Implementing Agencies for implementation of program activities.
- Manage Monitoring Framework/dashboard of their respective programs/projects

**• Qualification and Experience Required:**

- Master degree/BSc. BS Hons. in Economics, Finance, Business Administration, Public Administration, Business Economics, Development Studies, Management & Planning etc. from a reputed/recognized foreign university;
- communication, report writing and presentation skills;
- At least eight years' experience in Public sector, private or non-government sector or international organization;
- Prior experience of having worked for foreign aided projects in governance, improving business environment, competitiveness or agriculture will be highly preferred.
- Candidates who are well versed with World Bank's Program Implementation and having prior work experience on managing Program For Results instrument will be highly preferred.
- Good communication, report writing and presentation skills;

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## **Procurement Specialist**

### **Terms of References (TORs)**

*The procurement specialist will assist the Unit in procurements of goods and services to be made at the organization and/or program level. This will include assisting implementing agencies in procurement as and when required.*

#### **Jos Description:**

- Prepare and update the procurement work plan under the guidance of the Senior Procurement Specialist
- Develop procurement plan, strategy and manuals in accordance to PPR 2014/World Bank procurement rules and Operations Manual
- Liaise with the donor agency on project procurement and maintain the outlined guidelines governing the procurement process for the project.
- Maintain coordination of project activities and be responsible for the following up with management in the achievement of all procurement related targets
- Assist in proposing measures to overcome critical delays (if any) to project completion and on compliance with agreed procedures
- Carry out the essential duties and responsibilities in the context of providing support to the project on a full time basis and ensure efficient procurement and supplier management processes
- Render support on project start-up procurement issues as necessary and advise and assist the preparation of procurement packages as appropriate
- Prepare and review technical specifications from the procurement stand point of view, refine Terms of References (ToRs) and prepare Request for Proposals (RFPs), bidding documents, contracts and evaluation reports for the project using standard PPR 2014 documents and where appropriate the standard documents approved by government;
- Assist Implementing Agencies in the process of engaging consultants and bidders;
- Prepare and execute purchase orders and requisitions;
- Prepare physical progress and overall procurement activities' reports on a quarterly basis for the PPR 2014 as well as for the Senior Procurement Specialist.
- Execute all of the above responsibilities in compliance with procurement laws, regulations and procedures of the Government of Punjab, PPRA and World Bank.

#### **Qualifications, Experience and Skills**

- Master degree/BSc. BS Hons. in Business Administration, Public Administration, Economics, Project Management, Procurement or related discipline from a reputed local/foreign university with at least five (5) years of work experience in procurement of goods/ services/ works.
- Knowledge of procurement rules and regulations (both PPRA and World bank)
- Strong communication and reporting skills and ability to work in a team;
- Extensive knowledge of all purchasing approaches, substantive knowledge of procurement policies, processes and procedures and extensive experience in their application for the purchase of a wide range of supplies and services.
- Thorough knowledge of financial rules and regulations; ability to research and gather information from a variety of external and internal sources; demonstrated ability to apply good judgment in the context of assignments given
- Written and oral fluency in English
- IT, computer and report writing skills.

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**Financial Management Specialist (FMS)**  
**Terms of Reference (TORs)**

***The FM specialist will assist the Unit in preparing financial statements and account management, taking into consideration the role of implementing agencies and target departments.***

- Preparation of implementation plan, as required on prescribed format by PRMP;
- Assistance in preparation of annual budget of the program in consultation with Program Director and submission to Planning & Development Department as well as to Finance Department, follow-up on approval of budget and release of funds;
- Collection of Budget Execution Reports (BERs) on the format agreed with the World Bank from target departments/ implementing agencies and their submission to the World Bank on quarterly basis;
- Assistance in preparing withdrawal applications and submission to the World Bank after approval of Program Director;
- Preparation of Annual Financial Statements (AFS) of the program as per Cash Basis IPSAS;
- Analysis planning, design, implementation, and monitoring a system to augment internal controls in line with best practices in the process of payment and expenditure management;

- Assistance in management for the development of Asset Management System;
- Preparation and analysis of periodic Financial Management Reports (FMRs) and rendering advice to mitigate risks;
- Rendering advice for computerization of Accounting system;
- Any other task related to financial management by Team Leader/Director

#### **QUALIFICATIONS AND EXPERIENCE:**

- ACCA, ACMA, MBA, M.Com from reputed local/foreign university with 5 years' experience in financial management, audit or accounts;
- CA/CFA with 3 years' experience in financial management, audit or accounts
- Experience of public sector and donor funded projects is highly desirable;
- Prior experience of preparing program financial statements as per requirement of Program for Results lending instrument shall be preferred;
- Knowledge of government financial systems and PIFRA etc. is desirable;
- Knowledge and experience of managing accounting software will be an added advantage.
- Ability to work in a collaborative, team environment;
- Written and oral fluency in Urdu and English;

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### **Monitoring & Evaluation Specialist**

#### **Terms of Reference (TORs)**

***The M&E specialist will assist PIU in monitoring and evaluation of program activities taking into consideration the role of implementing agencies and target departments. The monitoring and evaluation analysis will provide recommendations to support the gap in the progress achieved so as to ensure that progress of the Program is on track.***

#### **Job Description**

- Attain in depth knowledge of program and understand key parameters inter alia, such as Disbursement Linked Indicators (DLI)/result framework
- Maintain liaison and coordination with Implementing Agencies on a regular basis to track the progress of the program;
- Monitor and analyze key parameters using M&E tools and recommend corrective actions accordingly;
- Evaluate each Implementing Agency's role and its progress and assist Implementing Agencies and PRMP to take proactive measure to achieve results demanded by International Partners;

- Coordinate with and assist International Partners in carrying out program related activities;
- Assist PRMP in organizing third party validation for Program indicators;
- Rollout routine reports and summaries for internal stakeholders along with comprehensive analysis;
- Coordination with target departments and weekly reporting on the progress of DLIs on prescribed format;
- Any other task assigned by Director/Team Leader

### **Qualifications, Experience and Skills:**

- Master degree/BSc. BS Hons. in social sciences, preferably Finance, Business Administration, Project Management, Economics from a reputed local/foreign university with at least five (5) years of relevant work experience
- Experience of public sector and donor funded projects is preferable
- Knowledge of essential M&E tools e.g. MS Project, PRIMEVERA, Base camp, PERT, Log framing etc. is highly desirable.
- Prior experience of M&E of a donor funded project will be an added advantage.
- Ability to work in a collaborative, team environment;
- Written and oral fluency in Urdu and English;
- Proficiency in IT and report writing skills.

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### **Communication Specialist**

#### **Terms of Reference (TORs)**

*The Communication Specialist will assist PIU in preparing and implementing communication strategy of the programs and help in designing & disseminating communication material prepared for different programs.*

#### **Job Description:**

The main responsibilities of the communication specialist will include:

- Develop a comprehensive communication framework to design and deliver a coherent strategic and differentiated communications and marketing strategy, reaching out to multiple levels of target audience.
- Encouraging and coalescing key institutions and stakeholders to work towards a shared vision of promoting program's interventions.

- Collaborating with team staff, and local partners to create and implement marketing campaigns for target destinations both for the local and international audience through conferences, workshops, website, roadshows, documentary etc.
- Launch a multi-pronged, high profile image building campaign to promote programs interventions through print, digital and social media, achieving consistency, recall and reach through developing new channels of engagement and knowledge sharing; creatively engaging users and recipients in new and innovative ways.
- Any other task assigned by the Program Director/Manager.

**Qualifications & Experience:**

- Master degree/BSc. BS Hons. in Public relations, Communications, Journalism, marketing, development economics or relevant field with at least 5 years of relevant work experience in the field of communication, marketing, journalism and/or communications sectors or related field.
- Excellent communication (oral and written) and presentation skills
- Prior experience of developing communication strategy/framework for the private/government organization will be highly preferred.
- Outstanding organizational and planning abilities with the ability to handle and prioritize multiple tasks and relationships
- Proficient command English, Urdu etc.
- Working knowledge of the government departments is desirable.
- Candidates having prior experience of working with international/donor funded projects will be given preference.

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**Program Officers**

**Terms of Reference (TORs)**

*Program Officers will assist Program Managers in implementation of day to day program activities for efficient coordination and implementation. These will include roles related to coordination, reporting, communication, research etc.*

**Job Description**

- Review, interpret and understand data that has been gathered through primary and secondary sources;
- Assist management in identifying priority areas for research and carry out research projects;



- Provide implementation support and inputs to management on specific reform issues to all the relevant agencies;
- Facilitate coordination of donor funded or other investment reforms program
- As required, prepare working papers for the Program Steering Committee;
- Assist in developing and managing an implementation and monitoring program to cover all program activities within Government of the Punjab
- Organize events, meetings and forums to engage key stakeholders for dissemination and consensus-building for the Reforms Program
- Coordinate the communications, outreach and training components of the project and implementation of all related activities at the national and regional levels
- Any other task assigned by Director/Team Leader.

### **Qualifications, Experience and Skills:**

- Master degree/BSc. BS Hons. in Development Studies, Finance, Project Management, Economics, Public Administration, Business Administration, Business Economics, Marketing from reputed local/foreign university with at least one year of work experience. Fresh candidates with exceptional qualification may also be considered for this position.
- Ability to work in a collaborative, team environment;
- Prior experience of working with government sector or with donor is desirable.
- Written and oral fluency in Urdu and English;
- Proficiency in IT, computer and report writing skills;
- Good planning and execution and presentation skills;

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### **Account/Admin officer** **Terms of Reference (TORs)**

***Admin/Account officer will assist the unit in matters related to management of accounts financial and administrative as per requirements of the unit.***

### **Job Description**

- Manage and perform all accounting tasks of PIU;
- Maintain budget books/pass books/ cash books etc.
- Operate assignment account/SDA of the unit and coordinate with Finance, AG and P&D w.r.t funds release matters
- Deal with all the salary matters of the officers/officials of this Unit
- Manage or perform all financial management and related activities of the unit;

- Prepare financial reports and other requisite accounts reporting mandatory in public sector organizations;
- Reconcile account statements with AG office, Finance, treasury etc.;
- Undertake any other task assigned by the higher management.
- Any other task assigned by Program Director/Unit Head

**Qualifications, Experience and Skills:**

- Master degree/BSc. BS Hons. in Finance, commerce, Project Management, Business Economics, Economics, Business Administration from local/foreign university with at least three years of work experience
- Prior knowledge of Government Financial Rules, accounting procedures, PIFRA systems etc. will be highly preferred.
- Prior experience of working in accounts section of government department, donor funded programs is highly desirable.
- Ability to work in a collaborative, team environment;
- Proficiency in IT, computer, accounting software and report writing skills;

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**Office Executive (IT )**  
**Terms of Reference (TORs)**

***Office Executives will assist account & admin officer and other staff members for record keeping, file management, maintaining data base and performing other official functions as directed by the immediate supervisor.as per requirements of the unit.***

**Job Description**

- Manage all office files, records, and maintain data base in hard and soft form;
- Manage and perform all administrative tasks as assigned by the immediate supervisor;
- Maintain smooth daily IT related operations of the unit including software handling, networking, bandwidth management, shared database;
- Manage IT related issues of the Unit
- Develop and Manage website of the Unit
- Maintain record of the It related equipment and their deployment
- Undertake any other task related to IT assigned by the management

**Qualifications, Experience and Skills:**

- Master degree/BSc. BS Hons.in Computer Sciences, Information Technology, Management Information System, Business Administration or related field from reputed local/foreign university with at least one year of relevant work experience
- Ability to work in a collaborative and team environment;
- Proficiency in IT, computer and software management skills;
- Prior experience of maintaining smooth daily IT related operations including software handling, networking, bandwidth management, shared database;

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**Office Executive (HR/Admin)**  
**Terms of Reference (TORs)**

***Office Executives will assist account & admin officer and other staff members for record keeping, file management, maintaining data base and performing other official functions as directed by the immediate supervisor.as per requirements of the unit.***

**Job Description**

- Manage all office files, records, and maintain data base in hard and soft form;
- Manage and perform all administrative tasks as assigned by the immediate supervisor;
- Maintain smooth daily operations of the unit;
- Provide support to all staff with logistics while observing rules and procedures;
- Provide front line support to the team/admin section to coordinate missions of international donors and other stake holders;
- Undertake any other task assigned by the management

**Qualifications, Experience and Skills:**

- Master degree/BSc. BS Hons.in Finance, commerce, Project Management, Economics, Business Administration, Business Economics from reputed local/foreign university with at least one year of relevant work experience
- Ability to work in a collaborative and team environment;
- Proficiency in IT, report writing and office management skills;
- Prior experience of working in government sector environment and office management in the areas of HR, administration, general office work etc. is preferable.
- Good planning and execution skills;

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