

Government of Pakistan
Ministry of Federal Education and Professional Training

SITUATION VACANT

Applications are invited from eligible candidates as per following eligibility criteria for the post of CEO Academy of Educational Planning and Management (AEPAM) in (MP-I) under Ministry of Federal Education and Professional Training, Islamabad on contract basis: -

S.No.	Criteria	Description
1.	Name of Post	Chief Executive Officer AEPAM (MP-1)
2.	Qualification	Ph.D. in Social Sciences / Management/Public Policy/Administrative Sciences or any related discipline from a recognized national/international university OR Master's degree in Social Sciences / Management/Public Policy/Administrative Sciences or any related discipline from a recognized national/international university
3.	Experience	14 years professional experience for candidates with a Ph.D. or 18 years professional experience for candidates with a Master's degree. Experience of working in the education sector, track record of establishing/leading organizations (both public and private) and successful implementation of transformation process will be preferred.
4.	Age	Maximum 62 years. (Age will be calculated as on the closing date of receipt of applications).
5.	Job Description	<ul style="list-style-type: none"> • Develop, communicate and implement the organization's vision, mission and overall direction. • Lead the strategy development process and prepare a comprehensive three year strategy approved by the BOD. • Develop an environment and culture that is aligned with the mission, vision and objectives. • Lead the formulation and implementation of tactical and operational plans that guide achievement of the strategy. • Lead development of organizational policies, systems and processes. • Recruit and develop a top management layer to manage functional portfolios. • Oversight of all operations in accordance with the direction established in the strategic plans. • Stakeholder management and engagement with federal, provincial, public, private, civil society, non-profit stakeholders to establish a collaborative education evidence ecosystem. • Establish a progressive and robust performance management framework to monitor delivery of results. • Consult and act under guidance from the BOD on matters of strategic importance.
6.	Major Task/Key Result Areas/Deliverables	CEO will be responsible for:- <ul style="list-style-type: none"> • Timely and smooth transition of merger of AEPAM and NEAS to PIE. • Timely recruitment of a competent management team. • Timely establishment of key organizational functions. • Achievement of Year 1 objectives, targets, milestones. • Establish key relationships and positioning of PIE as a partner for all concerned stakeholders. • PIE outputs that influence policies/decisions over year 1.
7.	Tenure of Appointment	3 years on contract basis
8.	Pay Package	Management Position Scale 1 (MP-I) Scale (As determined by Finance Division)

Important Instructions:

- Application alongwith duly filled in Applicant's Information Proforma, should reach office of the undersigned within fifteen (15) days of publication of this advertisement. Sample Applicant's Information Proforma and functions of AEPAM can be downloaded from the Ministry's website www.mofept.gov.pk
- The competent authority reserves the right to cancel recruitment process at any stage, without assigning any reason.
- No TA/DA will be admissible for written test/interview.
- The shortlisted candidates called for test/interview, will have to bring original documents along with attested copies of testimonials/experience certificates.
- Applications that are incomplete or received after the due date will not be entertained.

Section Officer (Policy)

Room No.207, 2nd Floor, C-Block Pakistan Secretariat, Islamabad

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Applicants Information Proforma for CEO AEPAM (MP-I)

1. Post applied for: _____
2. Name: _____
3. Father's Name _____
4. Date of Birth: _____
5. Age (to be calculated as on the closing date of receipt of applications) _____
6. CNIC No: _____
7. Postal Address: _____
8. Permanent Address: _____
9. Domicile (District/Province) _____
10. Nationality: _____
11. Phone/Cell No.: _____
12. Email ID: _____
13. Qualification: _____
(Including highest degree)

	Degree	University	Year
i)	_____	_____	_____
ii)	_____	_____	_____
iii)	_____	_____	_____
14. Other academic honors /achievements _____
15. Professional Experience (in years) _____
16. Professional Experience (in detail) _____
17. Experience in organizing conferences as well as participation in international conferences as speaker. (If any) _____
18. Research Publications (If any) _____
19. Proficiency in Computer Skills: _____
20. Demonstrable evidence of interest in and work on institutional reforms or contribution to improve governance _____

Date: _____

Signature: _____

Academy of Educational Planning and Management
Ministry of Federal Education and Professional Training
Islamabad

INTRODUCTION

The Academy of Educational Planning and Management (AEPAM) is an apex National Education Institute responsible for the development of Educational Data-base conduct Policy Research and organize Professional Development Programs for Educational Managers. AEPAM was established in 1982 through a resolution as a “THINK TANK” to assist Ministry of Education in the formulation and implementation of National Educational Plans and Policies. It is located in the center of the capital city sector G-8, Islamabad has purpose built its own building with annual Budget outlay of Rs.105.940 (million) for the financial year 2020-21. AEPAM has sanctioned strength of 104 staff including 24 officers and 66 support staff. AEPAM has three Wings National Educational Management System (NEMIS), Policy and Research, and Training of Educational Managers to cater the core functions of Data Base on quantitative and qualitative indicators of education, conduct basic and applied research studies and organize training programs, workshops, seminars for educational managers. The prime role of NEMIS is to consolidate, integrate, publish and disseminate the reports. NEMIS shares its Educational data and statistics with various national and international organizations. NEMIS has National Education data-base to ensure availability of data to the educational planners, policy makers and researchers. The data-base has linkages with national and provincial data-bases. This data reports are published after analysis and visualization by using statistical techniques.

AEPAM has also conducted various basic and applied studies introduced quality research and survey reports in the field of policy, plan formulation, financing, quality of education and causes of dropout. The Research Wing intends to establish linkages with academic, industry and research organizations. The findings of research reports facilitated various stakeholders to promote quality education and monitor the implementation of National Educational Plans and Policies. AEPAM conducted need assessment study and devised its training programs and trained around 14000 education managers in all over the country. AEPAM has implemented various designed & short-term/long-term programs for the capacity building and professional development of educational managers especially in the areas of Good Governance, Office Management and Financial Management. AEPAM has initiated process of development state of arts training programs for educational managers working on senior and middle management positions on the pattern of NIM. These training programs shall be mandatory for promotion of educational managers.