MINISTRY OF FEDERAL EDUCATION
AND PROFESSIONAL TRAINING

VACANCY ANNOUNCEMENT

Applications are invited from eligible candidates as per the eligibility criteria mentioned against the following project positions in the Project Management Unit of **"Establishment of Daanish School Kurri, Islamabad"**, Ministry of Federal Education & Professional Training, Islamabad. The posts will be filled purely on contract basis as per the project pay package admissible for the PSDP-funded Project staff. Initially, the contract will be awarded for a period of one (01) year which can be further extended till completion of the project i.e. 30 June 2027, upon satisfactory performance.

Sr. No	Name of Posts with PPS	No of Position	Eligibility Criteria
1.	Budget and Accounts Specialists (PPS-09)	01	MBA Executive / Finance / Business Administration/ Project Management and 10 Years proven Experience in Relevant Fields
2.	Administration cum Monitoring Specialists (PPS-09)	01	
3.	Owners' / Client's Engineer Specialists (PPS-09)	01	Degree in Engineering with 10 Years proven Experience in Relevant Field

IMPORTANT INSTRUCTIONS:

1. The candidates can apply through National Jobs Portal website (https://www.njp.gov.pk/) within 15 days from the date of advertisement and also send hard copies through registered courier to the Ministry.
2. The selected candidate will be posted in Islamabad; however, he/she shall be responsible for implementation of Daanish Schools to be established in AJ&K, GB, Balochistan, KPK and Sindh.
3. Only shortlisted candidates will be called for a test/interview. No TA/DA shall be admissible for the test/interview. The candidates called for interview will have to bring their original documents along with two attested copies of academic/testimonials/experience certificate(s), Degrees, CNIC copy, two photographs, and professional experience certificate.
3. Incomplete applications or the applications received after the due date will not be entertained.
4. The cutoff date for determining the eligibility of the candidate in terms of age, qualification, experience, etc., will be the closing date of receipt of applications.
5. Detailed Job Description/TORs and Eligibility Criteria are available at website of the Ministry (https://www.mofept.gov.pk/).
6. The Competent Authority reserves the right to cancel the recruitment process, increase or decrease the number of posts as per requirement against any post at any stage without assigning any reason.

(Yasir Irfan)
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Job Descriptions (JDs)

Job Description Budget and Accounts Specialists

1. Responsible for assistance in procurement of all non-schedule items of the Programme;
2. To exercise the; administrative as well as financial powers to the extent delegated for the execution of the project;
3. To devise mechanism and execute for procurement of non-scheduled items of the project in accordance with PPRA and other relevant GFR/TRs;
4. To ensure the maintenance of procurement record and proper delivery of procured items to designated institutions;
5. Preparation and Submission of budget (NIS/BO), monitoring /supervision of monthly expenditure, conduct of internal audit and coordination with external auditor in respect of project expenditure.
6. To be the DDO of the project
7. Reconciliation of monthly expenditure;
8. Verification of claims, preparation of bills and their presentation for pre-audit and authorization of payment;
9. Maintenance of Work Plan/Cash Plan and accounts record;
10. Release of funds from Finance/planning;
11. Reply to the audit observations pertaining to project;
12. Preparation of-working papers for DAC/PAC meetings; and
13. Any other duty assigned by the higher authorities.

Job Description Administration cum Monitoring Specialist

1. To provide administrative support to PD.
2. To address the administrative issue as identified by PD/MOFEPT/PSC or during implementation of the Project.
3. To assist Research Associate/update in conducting and implementing PMES activities:
4. In depth interviews with stakeholders and beneficiaries
5. Monitoring the Project Phases and Generate fortnight report
6. Undertake any other duties as and when necessary to fulfill the objectives of Ministry and Project.
7. To provide administrative support to Admin cum monitoring specialist.
8. To assist in addressing the administrative issue as identified by PD/MOFEPT/PSC or during implementation of the Project.
9. To provide report for up-dation of PMES activities:
10. Monitoring the Project Phases and Generate fortnight report
11. Undertake any other duties as and when necessary to fulfill the objectives of Ministry and Project.
12. Responsible for assistance to PD in procurement of all non schedule items of the Programme;
13. To devise mechanism and execution for procurement of non-scheduled items of the project in accordance with PPRA and other relevant GFR/TRs;
14. To ensure the maintenance of procurement record and proper delivery of procured items to designated institutions;
15. To prepare and submit of budget (NIS/BO), monitoring /supervision of monthly expenditure, conduct of internal audit and coordination with external auditor in respect of project expenditure.
16. To Reconcile monthly expenditure; Verification of claims, preparation of bills and their presentation for pre-audit and authorization of payment;
17. Maintenance of Work Plan/Cash Plan and accounts record;
18. Release of funds from Finance/planning;
19. Reply to the audit observations pertaining to project;
20. Preparation of-working papers for DAC/PAC meetings; and
21. Any other duty assigned by the higher authorities.

Job Description Owners' / Client's Engineer Specialists

1. To oversee if the design, specifications, and execution of BOQs is as per PC-I
2. To evaluate and implement civil works
3. To determine the best engineering method or practice to accomplish the project.
4. To estimate cost and what tools and technologies are appropriate for the job
5. To meet the time line of the project
6. Supervising construction staff to be trained in use of all equipment, that all staff have access to and use any safety gear and that the team is reaching the required milestones.
7. To provide solution or address to the issue arising during or before project implementation
8. To ensure adherence to all government and guidelines.
9. To coordinate CDA/LG /EPA in case any issue arises
10. Record of Tendering Process, Procurement as per Govt. Policies/PPRA rules, Inventory taking, and distribution of procured items as per PC-I to concerned Institution
11. To ensure that the supply chain needs of a procurement in a timely and cost-effective manner.
12. To review costs, develop relationships with vendors and suppliers, and offer suggestions for procurement to PD
13. To manage Contract; place bids, discuss pricing, and monitor all aspects of the terms of a contract.
14. To maintain an inventory of supplies and materials, deciding when to make purchases as needed.
15. To place and track orders with vendors and suppliers.
16. Stock taking and Invoice /Bill verification for submission to Budget and Account Specialist.