

Establishment of Project Planning and Monitoring Unit (PMU) in Ministry Human Rights.

Sr. No	Name of Post	Job Description
1.	Director/ Project Planning and Appraisal Specialist (PPS-9 equivalent to BPS-19)	<ul style="list-style-type: none"> ▶ Overseeing all activities of the project including project management, implementation of the project and supervise project staff. ▶ Planning and developing annual development plans, preparation of PC-Is to PC-V, preparation of PSDP, periodical reports, cash & work plan and coordination with M/o PD &SI, as well as Finance, EAD and other relevant organizations. ▶ Coordination with provincial line departments to develop project proposals for less developed districts in consultations with provincial stakeholders. ▶ To conduct project analysis and appraisal of development projects. ▶ Implementation of the projects in cost effective manner and suggest corrective measures in achievement of targets and generate monthly and quarterly reports for the Ministry and stakeholders. ▶ Monitoring and Evaluation and reporting of all project activities. ▶ Supervise the automation PSDP in the web portal of Planning Commission. ▶ Prepare project procurement plans, execution and documentation. ▶ Capacity building of project staff on M&E system to increase awareness on the importance of monitoring and evaluation and encourage accountability for demonstrating results. ▶ Assist PDs to track progress and resolve issues, if any, to achieve deliverables. ▶ Conduct/coordinate feasibility studies, vendor selections and proposals for evaluation. ▶ Develop and manage all aspects of project management from planning, resources, budget, and change in scope of work, risks mitigation and resolve issues. ▶ Need assessment supported by available data and information and develop physical and financial phasing of the project. ▶ Carry out any other duties and assignment given by the competent authorities.

2.	M&E Specialist (PPS-8 equivalent to BPS-18)	<ul style="list-style-type: none"> ▶ Formulate and implement key performance indicators (KPI) and deliverables for both new and ongoing projects and monitor them throughout the project life cycle. ▶ Develop and comprehensive Results-Based Monitoring and Evaluation mechanism. ▶ Development and implementation of an evidence based M&E framework for development projects including annual targets and indicator monitoring tools. ▶ Capacity building of project staff on M&E system to increase awareness on the importance of monitoring and evaluation and encourage accountability for demonstrating results. ▶ Develop annual work plan based on monitoring checklist, schedules, mechanism for reporting and follow-ups on proposed actions. ▶ Develop mid-term review and annual progress reports. ▶ Monitoring and evaluating overall progress on achievement of results. ▶ Developing annual and quarterly work plans and budget forecasts. ▶ Undertake monitoring visits for data collection, and analysis. ▶ Develop Key performance Indicators aligned with National Development Plans and SDGs. ▶ Technical advice for new proposed activities and budgetary allocations. ▶ Monitoring and evaluation progress reports with status of results and outputs. ▶ Provide monitoring and evaluation finding and recommendations to support performance planning and risks analysis. ▶ Follow-up on monitoring and evaluation findings and recommendations for implementation of corrective actions. ▶ Carry out any other duties and assignment given by the competent authority or supervisor.
3.	Financial Management Specialist (PPS-8 equivalent to BPS-18).	<ul style="list-style-type: none"> ▶ Preparation and consolidation of development budget and PSDP of the Ministry. ▶ Preparation of budgetary and financial aspects of new and revised PC-Is and detailed activity plan with costs, responsibilities and timelines. ▶ Monthly reconciliation of development expenditure. ▶ Consolidation of PC-III (A) and (B), and Annual Cash Plans of all projects. ▶ Conduct performance audit of the projects, cash-flow analysis, financial reporting and financial audit of development funds.

		<ul style="list-style-type: none"> ▶ Coordinate with Audit Department for external audit by AGPR. ▶ Management of PSDP plus Projects. ▶ Management of all matters related to DAC and PAC. ▶ Ensure that public money is spent in the most effective and transparent manners. ▶ Preparation of financial components of all projects including Income to the project along with assumptions. ▶ Calculate the economic value of all development projects by estimating outputs and inputs at parity prices, identify financial sources and alternatives. ▶ Monitoring of financial risks factors and implementation of financial risk management strategies. ▶ Indicate exchange rate used to work out FEC in the new PC-Is. ▶ Coordinate for third party evaluation of development projects. ▶ Assist Procurement Expert in tendering process and conduct feasibility studies. ▶ Carry out any other duties and assignment given by the competent authority or supervisor.
4.	Procurement Specialist (PPS-8 equivalent to BS-18)	<ul style="list-style-type: none"> ▶ Management of procurement and e-procurements. ▶ Preparation of annual procurement plan of development budget of MoHR. ▶ Review of procurement plans of allied departments. ▶ Member of Purchase Committees of the Ministry and its allied departments. ▶ Preparation of RFPs for purchases through tender, Expression of Interest (EOI) evaluations of bids and approval processes as per PPRA Rules. ▶ Coordination and Management of requirements of procurements. ▶ Preparation of evaluation documents, Bid opening Sheets, comparative statements, supplier evaluation grid, framing purchase committee proceedings and recommendations for consideration of the competent authority. ▶ Preparation of procurement documents related to the issuance and award of tenders including pre-qualification requests, advertisements, potential supplier evaluation criteria, issuance of bid documents, tracking and regret letters etc. ▶ Preparation of contracts for signing with the vendors. ▶ Ensure transparent tendering processes in selection of suppliers for goods and services in accordance with PPRA Rules. ▶ Prepare maintain information relating to procurement,

		<p>management inventory, tracking orders, resolving issues concerning price disputes, and making bids for a vendor's services.</p> <ul style="list-style-type: none"> ▶ Analyze purchases, offer bids and negotiation accordingly. ▶ Responsible for all logistics, procurement and office supplies and general management of development budget. ▶ Monitor and evaluate the progress of infrastructure related project. ▶ Provides support for project related to infrastructure development and designs. ▶ Conduct feasibility studies, vendor selections and proposals for evaluation. ▶ Management of PSDP projects. ▶ Carry out any other duties and assignment given by the competent authority or supervisor.
5.	Assistant Director (Admin) (PPS-7 equivalent to BS-17)	<ul style="list-style-type: none"> ▶ All Administrative functions of the projects and project staff in accordance with rules/regulations. ▶ Manage all administrative matters and manage personal files of project staff. ▶ Maintain attendance of project staff and process leaves of the project staff. ▶ Attend meetings and record notes for senior management. ▶ Coordinate and supervise the work of support staff. ▶ Assist Admin Wing in recruitment process for all project staff including placing job advertisement, tests, interview and process to fill vacant positions. ▶ Maintain register of regional/provincial quotes of all project staff. ▶ Conducting new employee orientation. ▶ Drafting the recruitment rules of various posts of development projects. ▶ Arrange capacity building trainings for the project staff. ▶ Carry out any other duties and assignment given by the competent authority or supervisor.