



Karachi, dated, the 4th October, 2017

NOTIFICATION

No. SO (G-III)SELD/RSU/JDs/DSE/2017: Following job description of Director School Education are hereby notified as under:

1. Leadership Role

- a. Provide leadership in all matters pertaining to education in the region.
- b. To act as the main point of contact in relation to educational matters within the region.
- c. Provide oversight of the operations and delivery of education in schools.
- d. Establish and maintain consistent expectations that encourage all management staff to achieve their goals.
- e. Develop and maintain positive and effective relations with staff at provincial, district and local level.
- f. Use / play leadership role to promote clear, consistent and measurable expectations that focus on successful outcomes needed to be obtained by employees.
- g. Demonstrate pro-active leadership that has the support of the staff.
- h. Make succession plans to ensure a strong future leadership of School Education System.
- i. Develop climate of trust and encourage employees for their initiatives.
- j. Effectively delegate / assign powers to Additional Director and Deputy Directors. Keep Close coordination with them and remain vigilant so that they exercise delegated authority with prudence and as per laid down policy.

2. General Administration

- a. Organize monthly meetings with all DEOs during the first week of the month and get update about the activities planned for the coming month. Also, track progress of activities of previous month and ensure to report periodically, as prescribed to the SELD Secretariat / provincial government on all matters.
- b. Ensure compliance with all legal and mandatory requirements.
- c. Ensure that all the timelines proposed for achievement of goals are being met successfully.
- d. Ensure that the prescribed Student Teacher Ratio (STR) is maintained across the entire region, and the STR Policy of the Government is implemented in letter and spirit.
- e. Attend official meetings called by the office of Secretary, School Education and Literacy as well as other authorities such as commissioner for RROC, etc.

3. Planning and Development

- a. Disseminate information and goals of Provincial Development Plans to all offices under him/ her.
- b. Consolidation of District Development Plans
- c. Planning and implementation of new projects. Conduct feasibility of potential projects and prepare concept papers and report on the findings of feasibility studies.
- d. Assist RSU with preparations, monitoring and coordination of foreign aided projects by providing human resource and expertise.
- e. Report regularly on results achieved by DEOs and TEOs along with above mentioned plans.
- f. Strive for continuous improvement in education standards by participating in policy formulation and communicating it down the pipeline.
- g. Facilitate SEMIS in collection of accurate / real time data.

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- h. Coordinate with DG(M&E) for getting real time data on schools and teachers and share the same with DEOs.
- i. Make the best and optimal use of the collected data / information to improve quality and accessibility of education.
- j. Prepare an Annual Action Plan and review its progress every month with DEOs. All major duties and responsibilities to be included in the said plan.

4. Co-Curricular Activities

- a. Organize annual co-curricular events at regional level to induce a spirit of competition and sportsmanship.
- b. Inspect co-curricular activities to ensure that they are being carried out the way they were intended.
- c. Ensure that adequate budget allocations are reserved for co-curricular activities to be maintained throughout the year.
- d. Co-curricular should include:
 - i. Sports Events;
 - ii. Speeches, Debates, Na'at Competitions and Dramas, etc; and
 - iii. Scouts and Girls Guide activities.

5. Quality Assurance

- a. Establishment of supervision standards for the entire region and implement those standards uniformly throughout the region by personal visits and through DEOs and TEOs.
- b. Ensure implementation of School Legislation, Education Policy and other applicable rules and regulations in education department.
- c. Coordinate and plan inspection of all educational programs, also including activities like distribution of text books and teaching materials and annual examinations.
- d. Approve / endorse schools recommended for up-gradation and assist in the process of up-gradation.
- e. Take required steps to provide safe and caring atmosphere so it may nurture an enabling learning environment for the pupils.
- f. Conduct learning walks and observation.
- g. Ensure quality of education through maintaining prescribed student – teacher ratio (STR) and foster good practices in school education system.
- h. Support the DEOs, TEOs and HMs in optimizing performance of assessment of teaching quality.
- i. Conduct school visits and observe class rooms and teaching / learning process and learning environment.

6. Monitoring, Evaluation and Accountability

- a. Monitor schools, DEO office and TEO offices and check the quality of services being rendered.
- b. Visit must encompass both surprised and planned visits.
- c. Collaborate with staff in teaching and learning, planning, monitoring and evaluation to ensure alignment of activities related to student learning and staff competencies.
- d. Conduct performance and financial audit of the DEOs, TEOs, Principals/HMs and DDOs on regular basis and take appropriate action against the delinquent officers//officials, as per disciplinary laws/rules.

7. Human Resource Management

- a. Recruitment of teaching and non-teaching staff subject to delegated administrative authority, strictly in accordance with rules, policy guidelines and the notifications.
- b. Maintenance of personnel database.
- c. Resolving issues pertaining to posting, transfers, disciplinary actions, promotion, pension, and grant of leave.
- d. Handling retirement cases will in time after proper verifications.
- e. Arranging and managing in-service training of teaching and non-teaching staff.
- f. Conduct yearly performance evaluation by filling PER of subordinate staff.

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- g. Preparation of Seniority List
- h. Make arrangements for the preparation of training material for all managers up to school levels and ensure that the standards are maintained.
- i. Participate in different training activities for education department
- j. Ensure that effective systems are in place for the selection, supervision, and development and performance review of all staff.
- k. Monitor and approve leave requests from staff.
- l. Report all the changes/modifications in the HR to the Secretary/Director General (HR&T) for regular updates in the biometrics systems.

8. Financial Management

- a. Prepare consolidated regional budget for recurring and non-recurring expenditures on timely basis and in prescribed manner in accordance with Annual Budget Call (ABC).
- b. Keep a track of the budget recommendations so that no budgetary proposal made is dropped from the final budget estimates as SELD/FD level.
- c. Regular follow up and coordination with AG Sindh for timely release of allocated budget and ensure its inclusion in the FMIS SAP system in the relevant object head.
- d. Maintain accounts and other mandatory subsidiary accounting records for the entire region.
- e. Make arrangements and facilitate Audit of all accounts. These includes:
 - i. Pre-audit by accountant General /DAO in the District.
 - ii. Internal Audits conducted by Internal Audit Department on behalf of Provincial Internal Audit Committee (PIAC);
 - iii. External audit by the Auditor General/DG (Audit) Sindh.
 - iv. External Audits conducted by external independent audit firm / third party; and
 - v. Audit of foreign aided projects, usually conducted by audit teams sent by donor agencies.

9. Procurement

- a. Prepare Annual Procurement Plan as per SPP Rules, 2010 as amended in 2017.
- b. Oversee procurement with relation to PFM including Annual Procurement Plans within the close of the financial year.
- c. Link annual procurement plans with the allocated procurement budget on timely basis.
- d. Ensure that priority planning is done by each Director School Education, in terms of needs assessment in every respect keeping in mind the availability of funds during the fiscal year.
- e. Make sure that the required administrative approval is obtained from the delegated authority before making the procurement.
- f. Ensure that all the relevant clauses and provisions of the SPP Rules, 2010 (as amended) are being followed.
- g. Procurement record is to be maintained for the period of 5 years.
- h. Ensure proper inspection of goods or assets procured and maintenance of deed stock register.
- i. Ensure periodic physical inspection of stock to deter leakages, misappropriation, theft, damage or misuse of resources by any unauthorized person.

10. Coordination

- a. Coordinate work efforts of different departments / offices under his / her domain to achieve synergy and coherence.
- b. Provide linkage between district managers and secretariat of School Education & Literacy department by communicating orders and disseminate information whenever required.
- c. Ensure that open, transparent and positive internal and external communications are in place.
- d. Represent education department in provincial and national level meetings and events.
- e. Interpret school system policies and regulations for better understanding by teaching and management staff.

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- f. Receive all correspondence and forward them to relevant offices and keep record of such correspondence.
- g. The electronic modes of communications such as email, WhatsApp, etc. should be adopted effectively to ensure efficient and effective coordination.

ABDUL AZIZ UQAILI
SECRETARY TO GOVT. OF SINDH

No. SO(G-III)SELD/RSU/JDs/DSE/2017:

Karachi, dated: 4th October, 2017


A Copy is forwarded for information& necessary action to:

1. The Chief Program Manager, Reform Support Unit, School Education & Literacy Department.
2. The Director General, All.
3. The Directors/Project Director All.
4. The PS to Minister, Education & Literacy Department.
5. The Special Secretary School Education & Literacy Department.
6. The Additional Secretary (GA/C), School Education & Literacy Department.
7. The P.S to Secretary, School Education Department, Government of Sindh.
8. Office Order File.
9. Official Website



SINDH EDUCATION &
LITERACY DEPARTMENT




(MOHAMMAD QASIM ABBASI)
SECTION OFFICER (G-III)