

## **Draft Job Description**

### **Deputy Managing Director - Elementary Education Foundation**

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#### **Introduction:**

The Elementary Education Foundation (EEF) is a semi-autonomous government organization mandated to promote, improve and finance education and development of human resources in Khyber Pakhtunkhwa (KP). The organization has been designated by the Government of Khyber Pakhtunkhwa (GoKP) to help deliver provincial targets for enrollment, literacy and quality education by supporting private and non-formal schools, literacy and skills development centers, and community schools to enroll children who are out of school and adults who are not literate.

The EEF Board of Directors is looking for a full time qualified professional to serve as the Deputy Managing Director of the Elementary Education Foundation (EEF). The Deputy Managing Director will be reporting to the Managing Director EEF and will be based at its head office in Peshawar.

The position is on contract basis for an initial period of two years to be extended, subject to satisfactory performance.

#### **Position Summary:**

The Deputy Managing Director shall be responsible for transaction of business of the Foundation in accordance over all programmatic activities, to achieve objects and purposes of the Foundation with economy, efficiency and effectiveness.

To facilitate the Managing Director to assure continued organizational capability and material relevance of the Foundation through standards and controls for accountability, systems and procedures, and regular evaluations; and ensure continued availability of requisite funding from all sources including development partners.

Following the mandate of the EEF, in line with the priorities of the Elementary and Secondary Education Department (ESED) he/she is supposed to facilitated the Managing Director to play the key role in supporting the private and non-government sectors, civil society and communities to improve student enrolment and completion rates and in providing opportunities to out of school children and adults, especially women.

To facilitate the Managing Director, the candidate is to provide for strategic leadership in planning, management, and quality assurance of the existing initiatives. He/she is expected to lead scale up of the education vouchers scheme, promotion of girls' community schools and their sustainability, regulate the public –private partnership for education services in KP. He/she is required to explore innovative ideas to improve access of out of school children, and inclusive learning to help support ESED for its priorities.

The position needs to facilitate with MD EEF to work with the donors, and organizations supporting education initiatives to form strategic collaborations.

#### **Experience and Skills:**

The position requires the candidate to have a minimum of Masters degree in social and management sciences, or equivalent through work experience. Additional courses and certifications beyond the master's degree will be strength.

He/she is to have at least 13 years of overall developmental sector experience with increasingly responsible experience in a combination of development program planning, management and implementation and at least three years of experience of directly leading education sector initiatives/programs similar to that of EEF. Accurate understanding of the dynamics of the Education sector in KP is critical. The selected candidate must have documented success in managing education related equity and access programs. Preference will be given to candidate having excellent performance and service record in the Govt. autonomous bodies in the management positions.

He/she is required to have a full understanding, knowledge and demonstrable experience of the public sector processes, public finance and understanding of general financial rules especially of the Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) rules. Fluency with the knowledge of private sector initiatives to support education and the capability to choose those initiatives that are more effective and have greater impact is critical.

Strong, proven leadership skills with oral and written communication skills are necessary in this position. A person who can multi-task, is organized, computer literate and having good interpersonal skills could be successful in this position.

**Expected Deliverables:**

- Ensure adherence to the approved work plans and timelines, delivery of stipulated outputs in line with agreed milestones, performance management of staff, and efficient budget utilization;
- Staff rationalization and procurement of all required human resources, means of mobility and other equipment;
- Quality assurance of expansion of the Rokhana Pakhtunkhwa Talimee Programme, Education Vouchers Schemes, Tameer-e-School Programme and promotion of efficient and effective scale-up of Girls' Community Schools, with clearly articulated exit strategy;
- Organizational capacity need assessment and incremental institutional strengthening plan as per EEF priorities;
- Continued exploration of donors and resources for public private partnership, scaling up, and sustainability of the existing initiatives;

**Benefits and Compensation:**

EEF is an equal opportunity employer and offers competitive remuneration/ attractive market based package and other permissible benefits that commensurate with experience.