



GOVERNMENT OF BALOCHISTAN
School Education Department
(Policy Planning & Implementation Unit)

Dated Quetta, the 12th April, 2023

NOTIFICATION

No. PPIU/8-70/(A&F)/2023/ 2379-86 / The Secretary, Government of Balochistan, School Education Department, is pleased to notify the “**Job Descriptions**” of the Officers of the Directorate of Education (Schools) Balochistan with immediate effect.

1. Director of Education (Schools) (BPS-20)

a). General Administration

- i. Implement all the policies related to School Education and obtain regular follow up of the implementation of policies
- ii. Ensure presence in official meetings convened by the Secretary, Government of Balochistan, School Education Department with full preparations
- iii. Ensure active participation in Local Education Group (LEG), Joint Education Sector Review (JESR) and Quality Management Committee (QMC) meetings
- iv. Convene the monthly District Education Officers (DEOs) Conference during the 1st week of the month and obtain the latest updates about the activities planned for the coming month along with progress update on the activities of the previous month and to ensure proper reporting to the Secretariat on all matters pertaining to DEOs' Conferences.
- v. Ensure that all the timelines set for achievement of the targets (Annual School Census, Preparation of Annual Operational Plan, Updated Vacancy Statement, etc.) are met
- vi. Ensure strict compliance of all the legal and mandatory requirements pertaining to School Education
- vii. Provide and explain written job descriptions (JDs) to all the subordinate staff in the Directorate of Education (Schools), Divisional Directorates of Education (Schools), District Education Offices and Schools
- viii. Setup and maintain biometric systems in all the Directorate of Education (Schools) and all subordinate offices
- ix. Receive all correspondence and mark them to relevant Sections of the Directorate of Education (Schools) and maintain records of such correspondence
- x. Frame / revise Service Rules for teaching, non-teaching Staff and submit to Secretariat for further processing
- xi. Prepare transfer policy for all employees and submit to the Secretariat for further process
- xii. Perform special assignments / duties especially given by the Secretary School Education Department
- xiii. Timely initiation of Performance Evaluation Reports (PERs) / Annual Confidential Reports (ACRs) of the Directors, Divisional Directors and countersign the PERs/ ACRs of the District Education Officers (DEOs)
- xiv. Prepare cases for promotion of teaching and non-teaching staff and their placement before the Provincial Selection Board – I (PSB) and Departmental Promotion Committee (DPC)

b). Leadership Role

- i. Offer leadership in all matters pertaining to school education throughout the province
- ii. Act as the focal point for educational matters pertaining to schools functioning across the province
- iii. Provide oversight of the operations and delivery of education in Schools across Balochistan
- iv. Establish and maintain effective coordination and relationships with subordinate staff at the Directorate of Education (Schools), Divisional Directorates of Education (Schools), District Education Officers (DEOs) and Cluster Heads

- v. Develop and maintain a culture of trust in the Directorate of Education (Schools) and motivate subordinate Staff for their initiatives
- vi. Assign / delegate powers to Directors, Additional Directors, Deputy Directors, and Assistant Directors in the Directorate of Education (Schools) and maintain close coordination with them and also keep a check on them while exercising the delegated / assigned authority with prudence and per laid down procedures / rules / policies

c). Academic Role

- i. Establish and maintain close coordination with Bureau of Curriculum & Extension Center (BoC & EC), Balochistan Text Book Board (BTBB), Balochistan Board of Intermediate & Secondary Education (BBISE), Balochistan Assessment & Examination Commission (BAEC), and Provincial Institute for Teacher Education (PITE) regarding improvement of student learning outcomes in Schools across Balochistan
- ii. Conduct diagnostic assessment studies in collaboration with BAEC for assessment of academic needs of students and teachers, and making plans to meet needs that have been identified in collaboration with BoC & EC, BTBB and PITE
- iii. Visit to Schools in each District to assess the quality of teaching-learning in the classrooms and to encourage the use of student-centered teaching and learning approaches critical for producing better learning outcomes
- iv. Work closely with BoC & EC and BTBB by sharing / providing the comments / feedback of teachers and students on the curriculum and textbooks
- v. Work closely with PITE by ensuring that teaching methodology / pedagogy (how to teach) and content (what to teach) is emphasized in the teacher training workshops
- vi. Work closely with BTBB by ensuring that each and every student throughout the province of Balochistan receive free textbooks on time, as well as ensuring appropriate use and maintenance of materials, equipment and facilities in Schools critical for achievement of better educational outcomes
- vii. Ensure that Schools promote the use of Information and Communication Technologies (ICT) as pedagogical tools in the explanation / demonstration of abstract concepts and its application in everyday life
- viii. Ensure that Schools promote 21st Century Skills, such as, Creativity, Critical Thinking, Collaboration and Communication
- ix. Ensure that Learning Coordinators (LCs) and Teachers are properly trained to teach in multigrade situation and to employ the educational materials and teaching aides provided to them critical for achievement of better learning outcomes in multigrade situations

d). HR Management

- i. Timely recruitment of teaching & non-teaching Staff as per delegated administrative authority, strictly accordance with rules and policy guidelines
- ii. Refer cases for Direct Recruitment in BPS-16 & Above to the Secretariat to be filled through Balochistan Public Service Commission (BPSC)
- iii. Maintain Human Resource Management Information System (HRMIS)
- iv. Address issues relating to posting, transfers, disciplinary actions as per DEG recommendations based on RTSM reports, promotion, pension and grant of leave
- v. Proper initiation and handling of retirement cases of employees well in time as per laid procedures / rules / policies
- vi. Organize capacity building workshops for Education Managers, Cluster Heads and teachers based on their needs
- vii. Timely initiation of annual performance evaluation reports (PERs) of the subordinate staff
- viii. Preparation of Seniority Lists of Education Managers, Teachers and Non-Teaching Staff
- ix. Participate in professional development / capacity building programs

- x. Develop effective systems for selection, supervision, development and performance review for human resource working in the Directorate of Education (Schools) Balochistan, Divisional Directorates of Education (Schools) and District Education Offices
- xi. Maintain, monitor and approval leave requests from the subordinate staff
- xii. Report all the changes / modifications in the Human Resource to Secretary School Education Department and also ensure that all changes / modifications are duly updated in the biometric system
- xiii. Identify training needs of all the subordinate staff critical for better education service delivery

e). Planning & Development

- Prepare Annual Operational Plan (AoP) against the corresponding yearly targets set in the Balochistan Education Sector Plan (BESP)
- Obtain endorsement / approval of the AoP from the concerned forums
- Prepare the list of potential Schools to be upgraded to next level
- Prepare concept papers for the new Development Schemes on the prescribed format circulated by P & D Department for the PSDP
- Consolidate proposals received from District Education Officers (DEOs) regarding Development Schemes
- Develop PC-1s of the Development Schemes duly recommended by the Concept Clearance Committee setup at the P & D Department level
- Attend Departmental Sub Committee (DSC) / PDWP meetings with complete preparations
- Participate in Joint Education Sector Reviews (JESR)
- Facilitate Balochistan Education Management Information System (BEMIS) in the collection of accurate data critical for better educational planning and budgeting
- Coordinate with subordinate staff for collection of data against the New and Ongoing Development Schemes of School Education Department executed at the District Level
- Ensure optimum utilization of the collected data for improvement of access to quality education
- Provide updated progress implementation against the yearly targets set in the BESP for Directorate of Education (Schools) Balochistan

f). Financial Management

- i. Prepare consolidated Schedule of New Expenditure (SNE) for the Directorate of Education (Schools) and all subordinate Offices / Schools on timely basis, as well as on the prescribed format in accord with Annual Budget Call
- ii. Timely and regular follow up regarding release of allocated budget with the Office of Accountant General of Balochistan
- iii. Maintain accounts and other mandatory subsidiary accounting records of the Directorate of Education (Schools)
- iv. Prepare working papers relating to Draft Paras pertaining to Directorate of Education (Schools), Subordinate Directorates/Offices/Schools and their presentation before the Departmental Accounts Committee (DAC) / Public Accounts Committee (PAC) for settlements
- v. Scrutinize Working Papers relating to Audit Paras and Advance Paras and put up before the Departmental Accounts Committee (DAC) for consideration / settlement
- vi. Make necessary arrangements and facilitations of Audit of all Accounts, which may include:
 - a. Pre – Audit by Accountant General / District Account Officer (DAO) in the District
 - b. Internal Audits conducted by the Audit & Accounts Section of the Directorate of Education (Schools)
 - c. External Audit by the Director General (Audit) Balochistan
 - d. External Audits conducted by external independent Audit Firms / Third Party; and
 - e. Audit of Foreign Aided Projects usually conducted by Audit Firms hired by the Donor Agencies

- vii. Sanction and countersign TA / DA Bills of the subordinate staff of the Directorate of Education (Schools) Balochistan
- viii. Prepare merit list of District Toppers in Secondary School Certificate (SSC) and Higher Secondary School Certificate (HSSC) for award of Scholarship

g). Procurement

- i. Prepare Annual Procurement Plan (APP) as per Balochistan Public Procurement Rules, 2014 and timely upload of the Plan on BPPRA Website
- ii. Oversee procurement in line with the Balochistan Public Finance Management Act, 2019
- iii. Align annual procurement plans with allocated budget for procurement on timely basis
- iv. Develop annual procurement plans based on needs assessment while keeping in view the allocated budget in the Financial Year
- v. Ensure that the required administrative approval is obtained from the competent authority prior to making any type of procurement
- vi. Ensure that all the relevant clauses and provisions of Balochistan Public Procurement Rules, 2014 are fully observed / followed during the procurement process
- vii. Ensure that all the procurement record is maintained for a period of five (05) years
- viii. Ensure that proper inspection of goods or assets procured is done on regular basis and Dead Stock Registers are properly maintained
- ix. Ensure that periodic physical inspection of stock is made on regular basis to deter leakages, misappropriation, theft, damages or misuse of resources by any unauthorized person

h). Court Cases

- i. Properly and professionally handle litigations and court cases pertaining to Directorate of Education (Schools) Balochistan
- ii. Closely coordinate with Judicial Section of School Education Department to properly and professional handle litigations and court cases to avoid any unwarranted situations in the Hon'ble Courts
- iii. Prepare and present updated status of the court cases to Secretary School Education Department on monthly, quarterly and annual basis
- iv. Attend court cases in person, wherever and whenever required, and present the cases before the Court of Law in a logical and professional manner along with complete evidence in all respects
- v. Properly prepare documentations to defend litigation cases from lower courts to superior courts in service appeals and provide guidance to the lower formation in preparation of para-wise comments

i). Supervision & Monitoring

- i. Pay regular (planned & surprised) monitoring visits to Divisional Directorates of Education (Schools), District Education Offices, and Schools to observe and check the quality of services being offered
- ii. Observe staffroom culture and teaching-learning process in the classrooms to witness first-hand the quality of education offered in Schools and offer practical suggestions/guidance to the Schools as to how the overall learning environment, as well as teaching-learning process can be improved
- iii. Conduct performance and financial audits of DEOs, DOEs, DDOEs and Cluster Heads on regular basis and take necessary / appropriate disciplinary actions against the delinquent officers / officials as per BEEDA, 2011
- iv. Ensure the presence of Divisional Directors of Education (Schools), DEOs, DOEs, DDOEs and Cluster Heads in their respective Divisional Headquarters, Districts, Tehsils and Schools, and take necessary / appropriate disciplinary actions against chronic absentees

j). Co-Curricular Activities

- i. Organize annual co-curricular events for the students at the Provincial, Divisional and District Headquarters to induce the spirit of healthy competition and sportsmanship
- ii. Supervise and inspect co-curricular events to ensure that they are carried out as per approved plan
- iii. Ensure that appropriate budget is allocated for co-curricular activities
- iv. Ensure that the following co-curricular activities are carried out:
 - a. Debate, Speech, Qirat, Naat Khawani, Milli Naghma, Drama Competitions
 - b. Scout & Girls Guide Activities
 - c. Sports Events

k). Quality Assurance

- i. Ensure effective implementation of educational policies and other applicable rules and regulations
- ii. Prepare and implement textbook distribution plans, so that all students studying in Government Schools receive textbooks on time
- iii. Ensure quality of education imparted in Government Schools by maintaining appropriate / prescribed student-teacher ratio and foster good practices in Schools across Balochistan
- iv. Take necessary and essential measures to ensure safe and caring environment in Schools critical for achievement of better learning outcomes

l). Coordination

- i. Establish strong coordination with School Education Department, PPIU, BOC & EC, BTBB, BAEC, BBISE and PITE critical for ensuring better educational outcomes
- ii. Establish strong feedback mechanisms with BoC & EC and BTBB for ensuring quality textbooks in Schools across Balochistan
- iii. Establish strong feedback mechanisms with BBISE and BAEC as to how the learning outcomes of students can be improved based on student assessment and examination results
- iv. Establish strong coordination with Directorates of Education (Schools) in sister provinces for exchange of best and successful practices
- v. Establish strong coordination with development / implementing partners for smooth and effective implementation of foreign funded projects
- vi. Use of electronic mode of communication, such as, email, for correspondence with Secretariat and Subordinate Offices to ensure effective and efficient coordination.
- vii. Prepare replies / responses to Senate / National / Provincial Assemblies Questions and consolidate replies received from the Education Field Offices and onward submission to the Secretariat in a consolidated form

2. Director (Admn.) (BPS-20)

He will assist the Director of Education (Schools) Balochistan to carry out the smooth functioning of Administration Section of the Directorate of Education (Schools) Balochistan. The basic responsibilities and activities of Director (Admn) (BPS-20) are as under: -

- i. Assist Director of Education (Schools) Balochistan and coordinate with Divisional Directorates of Education (Schools) and District Education Offices for implementation of Government orders and correspondence as per the instructions of the Higher Authorities
- ii. Supervise the administration of the Directorate of Education (Schools) Balochistan and maintain Office Record of the Officers / Officials
- iii. Prepare Key Performance Indicators (KPIs) for improving the capabilities of the Officers and Staff working in the Directorate of Education (Schools) Balochistan and subordinate Directorates, District Education Offices, and Schools
- iv. Prepare and furnish Inspection and Monitoring Visits of the Director of Education (Schools) Balochistan of the subordinate Directorates / Offices / Schools
- v. Ensure the enforcement of rules and regulations

- vi. Plan and organize capacity building workshops / trainings for the subordinate staff of Admin Section of the Directorate of Education (Schools) Balochistan
- vii. Establish and maintain effective coordination and relationships with subordinate staff at the Directorate of Education (Schools), Divisional Directorates of Education (Schools), District Education Officers (DEOs) and Cluster Heads
- viii. Develop and maintain a culture of trust in the Directorate of Education (Schools) Balochistan and motivate subordinate Staff for their initiatives
- ix. Assign tasks to Additional Director (Admin), Deputy Director (Admin), and Assistant Director (Admin) in the Directorate of Education (Schools) and maintain close coordination with them and also keep a check on them while performing their tasks assigned to them as per laid down procedures / rules / policies
- x. Properly present the cases / files to Director of Education (Schools) Balochistan to address issues relating to posting, transfers, disciplinary actions as per DEG recommendations based on RTSM reports, promotion, pension and grant of leave
- xi. Proper initiation of retirement cases of employees well in time as per laid procedures / rules / policies
- xii. Timely initiation of annual performance evaluation reports (PERs) of the subordinate staff of Admin Section of the Directorate of Education (Schools) Balochistan
- xiii. Prepare and present fresh / updated Vacancy Statements of Teaching and Non-Teaching Staff
- xiv. Ensure biometric attendance of all staff working in the Directorate of Education (Schools) and also ensure the biometric attendance is maintained in all subordinate Directorates / Offices / Schools
- xv. Share monthly biometric attendance of all staff working in the Directorate of Education (Schools) Balochistan with Director of Education (Schools) Balochistan for his kind perusal
- xvi. Frame / revise Service Rules for teaching, non-teaching Staff and put up for perusal of Director of Education (Schools) Balochistan prior to their submission to School Education Department for further processing
- xvii. Prepare transfer policy for all employees and submit to the Director of Education (Schools) Balochistan for his perusal before its submission to School Education Department for further process
- xviii. Perform special assignments / duties especially given by the Director of Education (Schools) Balochistan
- xix. Prepare cases for promotion of teaching and non-teaching staff and put up for perusal of Director of Education (Schools) Balochistan prior to placing them to the department for onward placement before the Provincial Selection Board – I (PSB) and Departmental Promotion Committee (DPC)
- xx. Properly and professionally handle litigations and court cases pertaining to Directorate of Education (Schools) Balochistan
- xxi. Prepare and handle litigations and court cases to avoid any unwarranted situations in the Hon'ble Courts
- xxii. Prepare and present updated status of the court cases to Director of Education (Schools) Balochistan on daily, weekly, monthly, quarterly and annual basis
- xxiii. Ensure that all the service related matters / cases are properly submitted in vertical manner to the Director of Education (Schools) Balochistan for consideration / approval
- xxiv. Present cases of sanction of earned leave, ex-Pakistan leave and retirement orders to the Director of Education (Schools) Balochistan for consideration / approval
- xxv. Maintain work structure by updating job requirements and job descriptions for all positions

3. Director (Dev., M & E) (BPS-20)

He will assist the Director of Education (Schools) Balochistan to carry out the smooth functioning of Development, Monitoring & Evaluation Section of the Directorate of Education (Schools) Balochistan. The basic responsibilities and activities of Director (Dev., M&E) (BPS-20) are as under: -

- i. Assist Director of Education (Schools) Balochistan and coordinate with Divisional Directorates of Education (Schools), District Education Offices and Schools for implementation of Government orders and correspondence as per the instructions of the Higher Authorities
- ii. Monitor implementation of Annual School Inspection Plans

- iii. Organize and conduct capacity building workshops / trainings for Officers and Officials working in the Monitoring and Evaluation Section of the Directorate of Education (Schools) Balochistan to carry out their responsibilities and duties in an effective and efficient manner
- iv. Provide on-going mentoring, coaching and guidance to M & E teams to ensure quality and consistency in standards
- v. Supervise the work of all subordinate sections of M & E
- vi. Collaborate with Admin and other Sections of the Directorate of Education (Schools) Balochistan for development of Key Performance Indicators (KPIs) for Field Education Officers for their performance evaluation
- vii. Collect and report data on KPIs for key stakeholders
- viii. Develop and oversee monitoring systems to track implementation progress of policies and development schemes
- ix. Improve data systems, which include collection, storage and use, to increase effectiveness and scalabilities of M & E Systems
- x. Prepare and disseminate high quality reports for internal and external audience on policy initiatives
- xi. Build an organizational knowledge base through research and partnership
- xii. Develop and sustain close partnerships with at least one top tier international academic / research institution with specialization in M & E in order to further strengthen and sharpen technical skills of the M & E Section
- xiii. Explore and offer recommendations regarding the use of innovative technologies to streamline monitoring, evaluation and other operational functions
- xiv. Prepare concept papers on new development schemes to be included in the new PSDP
- xv. Prepare PC-Is of the recommended new development Schemes to be made part of PSDP
- xvi. Collect information / data against the development Schemes (New & Ongoing) reflected in the PSDP under School Education Sector
- xvii. Provide updated information on development Schemes to Secretary School Education Department on regularly
- xviii. Develop plan for identification of out of school children
- xix. Develop plan to bring out of school children into the system
- xx. Work on establishment of ALP Centers to provide an opportunity for out of school children
- xxi. Prepare reports on ALP model for addressing out of school children issue in Balochistan
- xxii. Provide recommendations to Higher Authorities for continuity of ALP approach to address out of school children in Balochistan
- xxiii. Collect and report data on students and teachers of ALP Centers and make part of the Annual Census Report
- xxiv. Initiate PERs / ACRs of the Officers / Officials working in Development, Monitoring & Evaluation Section
- xxv. Perform any other task assigned to him by the Higher Authorities

4. Director (Finance) (BPS-20)

He will assist the Director of Education (Schools) Balochistan to carry out the smooth functioning of Finance Section of the Directorate of Education (Schools) Balochistan. The basic responsibilities and activities of Director (Finance) (BPS-20) are as under: -

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- i. Assist Director of Education (Schools) Balochistan and coordinate with Divisional Directorates of Education (Schools), District Education Offices and Schools for implementation of Government orders and correspondence as per the instructions of the Higher Authorities
 - ii. Ensure timely preparation of SNE for the corresponding Financial Year
 - iii. Timely submission of budgetary requirements to the Director of Education (Schools) Balochistan
 - iv. Sanction / release the budget to all education offices to carry out their activities
 - v. Oversee / monitor cash flow, payrolls, procurement and inventory
 - vi. Review financial reports for strategic planning
 - vii. Develop financial models and plan budget accordingly
 - viii. Forward cases of Group Insurance (GI), General Provident Fund (GPF), Benevolent Fund (BF), Financial Assistance, re-imbursement cases and additional budget demand cases to Director of Education (Schools) and Secretary School Education Department

- ix. Ensure distribution of recurrent budget to Directorate of Education (Schools), Divisional Directorates, District Education Offices, DOE Offices, Deputy District Officer Education Offices and High Schools as per annual financial calendar
- x. Ensure that excess and surrender statements of annual budget are filled and reconcile
- xi. Ensure timely preparation and submission of monthly expenditure statements to the Office of Accountant General Balochistan
- xii. Obtain / review annual audit reports of financial records of the Directorate of Education (Schools) Balochistan, Divisional Directorates, District Education Offices and Cluster Heads
- xiii. Identify / report irregularities duly pointed out in the audits and accounts by Additional Director (A&A) to the Director of Education (Schools) Balochistan, Secretary School Education Department, Departmental Accounts Committee and Director General Audit Balochistan
- xiv. Coordinate with Project Directors / Provincial Coordinators and monitor their budget and expenditure statements
- xv. Oversee audits and provide directions / supervision with planning and execution of audit engagements
- xvi. Ensure that procurements are made as per BPPRA Rules, 2014
- xvii. Ensure that all the records are proper maintained
- xviii. Ensure that all procedures and controls are in place
- xix. Ensure that review notes and audits findings receive due attention and cleared in time
- xx. Perform any other tasks assigned by the Higher Authorities
- xxi. Initiate ACRs / PERs of the Subordinate Officers / Officials in time

5. Director (BEMIS) (BPS-20)

He will assist the Director of Education (Schools) Balochistan to carry out the smooth functioning of Balochistan Education Management Information System (BEMIS) Section of the Directorate of Education (Schools) Balochistan. The basic responsibilities and activities of Director (BEMIS) (BPS-20) are as under: -

- i. Lead the BEMIS and be the custodian of EMIS Policy
- ii. Assist the Director of Education (Schools) Balochistan in the implementation of Government orders and correspondence as per the instructions of the Higher Authorities
- iii. Lead reform initiatives as envisioned in the Balochistan Education Sector Plan (BESP) for BEMIS and work for continuous improvement of BEMIS
- iv. Lead external partnerships with academia and organizations
- v. Ensure timely initiation of Annual School Census
- vi. Timely prepare and print proformas for Annual School Census
- vii. Develop strong coordination with subordinate Offices and Schools
- viii. Timely prepare / publish / Disseminate Annual School Census Report
- ix. Ensure transparency and accountability for the effective collection, analysis, management and dissemination of data with an objective to improve strategies, planning, budgeting and administration
- x. Ensure the enforcement of rules and regulations
- xi. Plan and organize capacity building workshops / trainings for BEMIS Staff
- xii. Plan and organize capacity building workshop for BEMIS Staff at Divisional and District level as per their needs
- xiii. Develop and maintain a culture of trust in BEMIS
- xiv. Lead innovation in data collection, analysis and reporting of Annual School Census
- xv. Timely initiation of annual performance evaluation reports (PERs) of Officers / Officials of BEMIS Section of the Directorate of Education (Schools) Balochistan
- xvi. Provide updated information to Director of Education (Schools) Balochistan whenever and wherever required
- xvii. Coordinate with Development, Finance and Administration Sections and provide all the relevant information whenever they require
- xviii. Provide support to Admn Section in setting up biometric attendance system for all staff working in the Directorate of Education (Schools)

- xix. Perform special assignments / duties especially given by the Director of Education (Schools) Balochistan
- xx. Ensure that all the service related matters / cases are properly submitted in vertical manner to the Director of Education (Schools) Balochistan for consideration / approval
- xxi. Maintain work structure by updating job requirements and job descriptions for all positions

6. Additional Directress (Elementary) (BPS-20)

She will assist the Director of Education (Schools) Balochistan to carry out the smooth functioning of Elementary (Female) Section of the Directorate of Education (Schools) Balochistan. The basic responsibilities and activities of Additional Directress (Elementary) (Female) (BPS-20) are as under: -

- i. Assist the Director of Education (Schools) Balochistan in convening the monthly DEOs' Conference during the 1st week of every month and obtain the latest updates about the activities planned for the coming month along with progress update on the activities of the previous month
- ii. Closely coordinate with District Officer Education (DOE) (Female) and Deputy District Officer Education (DDOE) (Female) to develop plans / suggest measures for promotion of girls' education in the province
- iii. Contribute and support in designing and overseeing learning and development programs in Government Girls Primary and Middle Schools across Balochistan in coordination with related organizations and subordinate Offices
- iv. Coordinate and support in planning trainings for female teachers / administrators / education managers through available opportunities
- v. Enforce Rules and Regulations
- vi. Propose / recommend procedures to Director of Education (Schools) Balochistan to reduce absenteeism in Government Girls Primary and Middle Schools across Balochistan
- vii. Oversee the learning activities, curriculum, textbooks and resources if required by the Higher Authorities
- viii. Propose changes in textbooks and learning resources to make them free from any sort of discrimination
- ix. Propose measures that ensure incorporation of materials relating to human rights, child rights and animal rights in the School curricula, textbooks and learning materials
- x. Propose measures that ensure incorporation of materials relating to human rights, child rights and animal rights in the training modules of teachers and education managers
- xi. Advise / assist the Director of Education (Schools) Balochistan in resolving employees related issues in Government Girls Primary and Middle Schools across the province
- xii. Respond to inquiries regarding policies, procedures and programs pertaining to Government Girls Primary and Middle Schools
- xiii. Deal with cases of sanction of earned leave, ex-Pakistan leave, retirement orders in favor of female staff
- xiv. Assist Director of Education (Schools) Balochistan in gender mainstreaming that leads to gender equality in School Education Department
- xv. Prepare plans to promote gender equality in School Education Department
- xvi. Prepare lists of potential Government Girls Primary and Middle Schools for upgradation
- xvii. Initiate ACRs / PERs of the subordinate Officers / Officials of the Elementary (Female) Section of the Directorate of Education (Schools) Balochistan
- xviii. Any other task assigned by the Higher Authorities

7. Additional Directress (Secondary) (BPS-20)

She will assist the Director of Education (Schools) Balochistan to carry out the smooth functioning of Secondary (Female) Section of the Directorate of Education (Schools) Balochistan. The basic responsibilities and activities of Additional Directress (Secondary) (Female) (BPS-20) are as under: -

- i. Coordinate with Additional Directress (Elementary) to assist the Director of Education (Schools) Balochistan in convening the monthly DEOs' Conference during the 1st week of every month and obtain the latest updates about the activities planned for the coming month along with progress update on the activities of the previous month

- ii. Review the Terms of Reference (ToRs) of Parent Teacher School Management Committee (PTSMC) and Local Education Council (LEC) from the perspective of inclusion of mothers as members critical for promotion of girls' education in Balochistan
- iii. Contribute and support in designing and overseeing learning and development programs in Government Girls High and Higher Secondary Schools across Balochistan in coordination with related organizations and subordinate Offices
- iv. Coordinate and support in planning trainings for female teachers / administrators / education managers through available opportunities in collaboration with Additional Directress (Elementary)
- v. Enforce Rules and Regulations
- vi. Propose / recommend procedures to Director of Education (Schools) Balochistan to reduce absenteeism in Government Girls High and Higher Secondary Schools across Balochistan
- vii. Oversee the learning activities, curriculum, textbooks and resources in Government Girls High and Higher Secondary Schools
- viii. Propose removal of discriminatory materials, if any, in curriculum, textbooks and supporting learning material
- ix. Propose incorporation of materials in curriculum, textbooks and supporting learning materials pertaining to human rights, child rights and animal rights
- x. Ensure that gender neutral language is used in the textbooks and supporting learning materials
- xi. Advise / assist the Director of Education (Schools) Balochistan in resolving employees related issues in Government Girls High and Higher Secondary Schools across the province
- xii. Respond to inquiries regarding policies, procedures and programs pertaining to Government Girls High and Higher Secondary Schools
- xiii. Deal with cases of sanction of earned leave, ex-Pakistan leave, retirement orders, transfer / posting, seniority lists in favor of female staff
- xiv. Assist Director of Education (Schools) Balochistan in gender mainstreaming that leads to gender equality in School Education Department
- xv. Prepare plans to promote gender equality in School Education Department
- xvi. Propose plans to address gender disparity in access and learning outcomes
- xvii. Propose plans for remote and far flung areas of Balochistan that improve access to post-primary and secondary education
- xviii. Prepare lists of potential Government Girls High Schools for upgradation to Higher Secondary Level
- xix. Initiate ACRs / PERs of the subordinate Officers / Officials of the Elementary (Female) Section of the Directorate of Education (Schools) Balochistan
- xx. Any other task assigned by the Higher Authorities

8. Additional Director (Admn) (BPS-19)

He will assist the Director (Admn) (BPS-20) to carry out the smooth functioning of Admin Section of the Directorate of Education (Schools) Balochistan. The basic responsibilities and activities of the Additional Director (Admn) are as under: -

- i. Assist Director (Admin) and coordinate with Divisional Directorates of Education (Schools) and District Education Offices for implementation of Government orders, policies and correspondence as per the instructions of the Higher Authorities
- ii. Ensure the enforcement of rules and regulations
- iii. Assist Director (Admin) in planning and organizing capacity building workshops / trainings for the subordinate staff of Admin Section of the Directorate of Education (Schools) Balochistan
- iv. Establish and maintain effective coordination and relationships with subordinate staff at the Directorate of Education (Schools), Divisional Directorates of Education (Schools), District Education Officers (DEOs) and Cluster Heads
- v. Assist Director (Admin) in developing and maintaining a culture of trust in the Directorate of Education (Schools) Balochistan and motivate subordinate Staff for their initiatives
- vi. Assign tasks to Deputy Director (Admin) and Assistant Director (Admin) in the Directorate of Education (Schools) Balochistan and maintain close coordination with them and also keep a check on them while performing their tasks assigned to them as per laid down procedures / rules / policies

- vii. Submit cases / files to Director (Admn) pertaining to posting, transfers, disciplinary actions as per DEG recommendations based on RTSM reports, promotion, pension and grant of leave in a properly manner
- viii. Assist Director (Admin) in the initiation of retirement cases of employees well in time as per laid procedures / rules / policies
- ix. Timely initiate annual performance evaluation reports (PERs) of the subordinate staff of Admin Section of the Directorate of Education (Schools) Balochistan
- x. Assist Director (Admin) in the preparation of fresh / updated Vacancy Statements of Teaching and Non-Teaching Staff
- xi. Share monthly biometric attendance of all staff working in the Directorate of Education (Schools) Balochistan with Director (Admin) for his kind perusal
- xii. Assist Director (Admin) in framing / revising Service Rules for teaching, non-teaching Staff
- xiii. Assist Director (Admin) in preparation of transfer policy for all employees
- xiv. Perform special assignments / duties especially given by the Director (Admin)
- xv. Prepare promotion cases of teaching and non-teaching staff and put up for perusal of Director (Admin)
- xvi. Prepare para-wise comments for court cases
- xvii. Prepare and present updated status of the court cases to Director (Admin) on daily, weekly, monthly, quarterly and annual basis
- xviii. Ensure that all service related matters / cases are properly submitted in vertical manner to higher ups
- xix. Present cases of sanction of earned leave, ex-Pakistan leave and retirement orders to the Director (Admin) for consideration

9. Additional Director (Jud: & Inq:) (BPS-19)

He will provide specific job related assistance to Director (Admn) (BPS-20) and will perform the following responsibilities and duties critical for better education service delivery: -

- i. Supervise all the work of Judicial and Inquiry Sections of the Directorate of Education (Schools) Balochistan
- ii. Deal with all the correspondence regarding Judicial and Inquiry matters / cases through Judicial and Inquiry Sections / Branches
- iii. Proof read and vet para-wise comments of Constitutional Petitions (CPs), Service Appeals, Civil Suit and complaints duly prepared by Judicial Section / Branch of Directorate of Education (Schools) Balochistan
- iv. Update Director (Admin) on court and inquiry cases on daily, weekly, monthly and yearly basis
- v. Recommend a panel of scrupulous and efficient Officers for nomination of Enquiry Officers to conduct desired inquiries
- vi. Initiate departmental inquiries on receiving complaints against Officers / Officials of School Education Department after obtaining approval from Higher Authorities
- vii. Timely submission of inquiry reports to Director (Admin) (BPS-20) for his consideration / perusal
- viii. Prepare on progress report monthly, quarterly and annual basis pertaining to Judicial and Inquiry Branches of Directorate of Education (Schools) Balochistan and their subsequent submission to Director (Admin) for his consideration
- ix. Initiate Performance Evaluation Reports (PERs) / Annual Confidential Reports (ACRs) of the subordinate staff of Admin Section

10. Additional Director (M&E) (BPS-19)

He will assist the Director (Dev., M&E) to carry out the smooth functioning of Monitoring & Evaluation Section of the Directorate of Education (Schools) Balochistan. The basic responsibilities and activities of Additional Director (M&E) (BPS-19) are as under: -

- i. Assist Director (Dev., M&E) and coordinate with Divisional Directorates of Education (Schools), District Education Offices and Schools for implementation of Government orders and correspondence as per the instructions of the Higher Authorities

- ii. Prepare and review standard operating procedures (SOPs) for inspection in close collaboration with DEOs and School Heads
- iii. Prepare annual inspection plans and monitor their implementation
- iv. Prepare and document inspection reports for consideration of Director (Dev., M & E)
- v. Prepare School Improvement Plans in light of inspection reports in consultation with DEOs and School Heads
- vi. Prepare policy proposals based on inspection reports for Higher Authorities
- vii. Plan and organize capacity building workshops / trainings for Officers and Officials working in the Monitoring and Evaluation Section of the Directorate of Education (Schools) Balochistan to carry out their responsibilities and duties in an effective and efficient manner
- viii. Provide on-going mentoring, coaching and guidance to M & E teams to ensure quality and consistency in standards
- ix. Supervise the work of all subordinate sections of M & E
- x. Collaborate with Admin and other Sections of the Directorate of Education (Schools) Balochistan for development of Key Performance Indicators (KPIs) for Field Education Officers for their performance evaluation
- xi. Collect and report data on KPIs for key stakeholders
- xii. Develop and oversee monitoring systems to track implementation progress of policies and development schemes
- xiii. Improve data systems, which include collection, storage and use, to increase effectiveness and scalabilities of M & E Systems
- xiv. Draft, finalize and disseminate high quality reports for internal and external audience on policy initiatives
- xv. Build an organizational knowledge base through research and partnership
- xvi. Work on development and sustenance of close partnerships with at least one top tier international academic / research institution with specialization in M & E in order to further strengthen and sharpen technical skills of the M & E Section
- xvii. Explore and offer recommendations regarding the use of innovative technologies to streamline monitoring, evaluation and other operational functions
- xviii. Prepare a plan for identification of out of school children
- xix. Work on establishment of ALP Centers as a strategy to provide an opportunity for out of school children
- xx. Prepare reports on ALP model for addressing out of school children issue in Balochistan
- xxi. Provide recommendations to Higher Authorities for continuity of ALP approach to address out of school children in Balochistan
- xxii. Collect and report data on students and teachers of ALP Centers and make part of the Annual Census Report
- xxiii. Initiate PERs / ACRs of the Officers / Officials working in Monitoring & Evaluation Section
- xxiv. Perform any other task assigned to him by the Director (Dev., M&E) or Higher Authorities

11. Additional Director (Dev.) (BPS-19)

He will assist the Director (Dev., M&E) to carry out the smooth functioning of Development Section of the Directorate of Education (Schools) Balochistan. The basic responsibilities and activities of Additional Director (Dev. (BPS-19) are as under: -

- i. Assist Director (Dev., M&E) and coordinate with Divisional Directorates of Education (Schools), District Education Offices and Schools for implementation of Government orders and correspondence as per the instructions of the Higher Authorities
- ii. Prepare concept papers for new development schemes to be included in the new PSDP in line with Balochistan Education Sector Plan (BESP) and Annual Operational Plan (AOP)
- iii. Prepare PC-Is of the recommended new development Schemes to be made part of PSDP
- iv. Collect information / data against the development Schemes (New & Ongoing) reflected in the PSDP under School Education Sector
- v. Prepare and provide necessary documents for Director (Dev., M&E) and Director of Education (Schools) Balochistan for Departmental Sub Committee (DSC) / PDWP meetings regarding new development Schemes duly reflected in the PSDP

- vi. Keep track of the development work done through development partners in School Education Department
- vii. Prepare and provide necessary documents / data / information to Director (Dev., M&E), Director of Education (Schools) Balochistan, and School Education Department regarding quarterly review meetings against development schemes
- viii. Provide updated information on development Schemes to Secretary School Education Department on regularly
- ix. Track progress implementation against the activities reflected in the Annual Operational Plan (AOP) based on BESP
- x. Provide relevant information / data and progress implementation against BESP targets to PPIU
- xi. Develop close coordination with PPIU in implementation of AOP / BESP
- xii. Initiate PERs / ACRs of the Officers / Officials working in Development Section
- xiii. Perform any other task assigned to him by the Higher Authorities

12. Additional Director (Co-Curricular & Book Distribution) (BPS-19)

He will assist the Director (Dev., M & E) (BPS-20) to carry out the smooth functioning of Development, Monitoring & Evaluation Section of the Directorate of Education (Schools) Balochistan. The basic responsibilities and activities of the Additional Director (Co-Curricular & Book Distribution) (BPS-19) are as under: -

- i. Overall in-charge of the textbook demand and supply mechanism
- ii. Ensure that demand of textbooks has been prepared correctly duly cross verified from EMIS
- iii. Ensure that textbooks have been supplied to all students on time
- iv. Arrange the supply of textbooks where the shortage is reported
- v. Ensure that the budget for textbooks is prepared on time and processed for approval of the Director (Dev., M&E) and Director of Education (Schools) before its submission to Secretariat for further processing
- vi. Maintain a close coordination with the Balochistan Text Book Board (BTBB) to ensure that the textbooks are received well before the commencement of academic session
- vii. Ensure that the textbooks received are in accordance with the approved standards
- viii. Maintain a close coordination with the Bureau of Curriculum & Extension Center (BOC & EC) regarding new text books
- ix. Develop innovative mechanisms for textbook distribution to make the process more efficient and transparent
- x. Maintain a close coordination with BEMIS / EMIS regarding complaints on textbook supply mechanism
- xi. Coordinate with BoC & EC and BTBB regarding textbook feedback mechanism to ensure the provision of quality textbooks in Schools for students
- xii. Regularly issue press releases regarding textbook distribution for information of all the stakeholder
- xiii. Organize annual co-curricular events for the students at the Provincial, Divisional and District Headquarters to induce the spirit of healthy competition and sportsmanship
- xiv. Supervise and inspect co-curricular events to ensure that they are carried out as per approved plan
- xv. Ensure that appropriate budget is allocated for co-curricular activities
- xvi. Ensure that the following co-curricular activities are carried out:
 - a. Debate, Speech, Qirat, Naat Khawani, Milli Naghma, Drama Competitions
 - b. Scout & Girls Guide Activities
 - c. Sports Events
- xvii. Perform any other tasks assigned by the Higher Authorities
- xviii. Initiate ACRs / PERs of the Officers / Officials working in the Co-Curricular and Textbook Distribution Section

13. Additional Director (A & A) (BPS-19)

He will assist the Director (Finance) (BPS-20) to carry out the smooth functioning of Finance Section of the Directorate of Education (Schools) Balochistan. The basic responsibilities and activities of the Additional Director (Audit & Accounts) (BPS-19) are as under: -

- i. Ensure timely preparation of SNE for the corresponding year with due diligence
- ii. Ensure timely preparation / submission of budgetary requirements as per annual budget cycle to Director (Finance)
- iii. Prepare budget estimates for all education offices critical for carrying out their activities
- iv. Distribute the released budget to all education offices to carry out their activities
- v. Monitor cash flow, payrolls, procurement and inventory
- vi. Review financial reports for strategic planning
- vii. Prepare financial models and plan budget accordingly
- viii. Submit cases of Group Insurance (GI), General Provident Fund (GPF), Benevolent Fund (BF), Financial Assistance, re-imbursement cases and additional budget demand cases to Director (Finance) for onward submission to Director of Education (Schools) and Secretary School Education Department
- ix. Ensure timely distribution of recurrent budget to Directorate of Education (Schools), Divisional Directorates, District Education Offices, DOE Offices, Deputy District Officer Education Offices and High Schools as per annual financial calendar
- x. Ensure that excess and surrender statements of annual budget are filled and reconciled
- xi. Ensure timely preparation of monthly expenditure statements and obtain comments of Director (Finance) prior to their submission to the Office of Accountant General Balochistan
- xii. Acquire annual audit reports of financial records of the Directorate of Education (Schools) Balochistan, Divisional Directorates, District Education Offices and Cluster Heads and to review the audit reports for further processing
- xiii. Identify and report irregularities in the audit reports and those identified by the Deputy Director (A&A)
- xiv. Coordinate with Project Directors / Provincial Coordinators and monitor their budget and expenditure statements
- xv. Oversee audits and provide directions / supervision with planning and execution of audit engagements
- xvi. Ensure that procurements are made as per BPPRA Rules, 2014
- xvii. Ensure that all the records are properly maintained
- xviii. Ensure that all procedures and controls are in place
- xix. Ensure that review notes and audits findings receive due attention and cleared in time
- xx. Perform any other tasks assigned by the Higher Authorities
- xxi. Initiate ACRs / PERs of the Subordinate Officers / Officials in time

14. Additional Director (BEMIS) (BPS-19)

He will assist the Director (BEMIS) to carry out the smooth functioning of BEMIS Section of the Directorate of Education (Schools) Balochistan. The basic responsibilities and activities of Additional Director (BEMIS) (BPS-19) are as under: -

- i. Develop plans for implementation of reform initiatives as envisioned in the Balochistan Education Sector Plan (BESP) for strengthening of BEMIS
- ii. Propose recommendations for continuous improvement / strengthening of BEMIS
- iii. Design plans for establishing external partnerships with academia and organizations
- iv. Oversee Annual School Census
- v. Review proformas / questionnaires for Annual School Census
- vi. Prepare plans for establishing strong coordination with subordinate Offices and Schools
- vii. Ensure that reports on annual school census are timely prepared / published / Disseminated amongst key stakeholders
- viii. Ensure the enforcement of rules and regulations
- ix. Design capacity building workshops / trainings for BEMIS Staff based on their need analysis
- x. Design capacity building workshop for BEMIS Staff at Divisional and District level as per their needs
- xi. Develop and maintain a culture of trust in BEMIS
- xii. Propose innovations in data collection, analysis and reporting of Annual School Census
- xiii. Timely initiation of annual performance evaluation reports (PERs) of the subordinate Officers / Officials of BEMIS Section

- xiv. Ensure that all the service related matters / cases are properly submitted in vertical manner to the Director (BEMIS) for consideration / approval
- xv. Perform any other task assigned by the Higher Authorities

15. Senior System Analyst (BPS-19)

S/he will assist the Director (BEMIS) to carry out the smooth functioning of BEMIS Section of the Directorate of Education (Schools) Balochistan. The basic responsibilities and activities of Senior System Analyst (BPS-19) are as under: -

- i. Define / identify BEMIS information technology (IT) needs
- ii. Determine detailed specifications for IT needs
- iii. Lead system review and authorize / design changes
- iv. Custodian of Education Management Information System (EMIS)
- v. Lead / extend technical support to users responsible for data collection, entry, management and analysis as per defined protocols
- vi. Certify trainings of new users as per their job roles
- vii. Review / Prepare capacity building modules / materials for BEMIS Staff
- viii. Develop dashboards for higher authorities as per requirements to ensure visibility of important indicators
- ix. Establish suitable programming methods and tools
- x. Control creation of codes and procedures
- xi. Ensure that programs developed meet BEMIS needs
- xii. Develop a feedback mechanism to improve programs to effectively meet BEMIS needs
- xiii. Troubleshoot problems and adding desired features
- xiv. Perform any other task assigned by the Higher Authorities
- xv. Timely initiate ACRs/PERs of the subordinate BEMIS Staff
- xvi. Develop close coordination with Additional Director (BEMIS) in timely initiation and completion of annual school census

16. Deputy Director (Admn) (BPS-18)

He will provide specific job related assistance to Additional Director (Admn) (BPS-19) and will perform the following responsibilities and duties critical for better education service delivery: -

- i. Assist Additional Director (Admn) (BPS-19) and coordinate with Divisional Directorates of Education (Schools) and District Education Offices for implementation of Government orders, policies and correspondence as per the instructions of the Higher Authorities
- ii. Ensure the enforcement of rules and regulations
- iii. Assist Additional Director (Admn) in planning and organizing capacity building workshops / trainings for the subordinate staff of Admin Section of the Directorate of Education (Schools) Balochistan
- iv. Establish and maintain effective coordination and relationships with subordinate staff at the Directorate of Education (Schools), Divisional Directorates of Education (Schools), District Education Officers (DEOs) and Cluster Heads
- v. Assist Director (Admn) in developing and maintaining a culture of trust in the Directorate of Education (Schools) Balochistan and motivate subordinate Staff for their initiatives
- vi. Assign tasks to Assistant Director (Admn) in the Directorate of Education (Schools) Balochistan and maintain close coordination with them and also keep a check on them while performing his tasks assigned to them as per laid down procedures / rules / policies
- vii. Submit cases / files to Additional Director (Admn) pertaining to relating to posting, transfers, disciplinary actions as per DEG recommendations based on RTSM reports, promotion, pension and grant of leave in a properly manner
- viii. Prepare proper documentations for initiation of retirement cases of employees well in time as per laid procedures / rules / policies
- ix. Timely initiate annual performance evaluation reports (PERs) of the subordinate staff of Admin Section of the Directorate of Education (Schools) Balochistan

- x. Assist Additional Director (Admn) in the preparation of fresh / updated Vacancy Statements of Teaching and Non-Teaching Staff
- xi. Obtain regular update on biometric attendance of all the staff working in the Directorate of Education (Schools) Balochistan and share it with Additional Director (Admin) for his perusal
- xii. Assist Additional Director (Admn) in framing / revising Service Rules for teaching, non-teaching Staff
- xiii. Assist Additional Director (Admn) in preparation of transfer policy for all employees
- xiv. Perform special assignments / duties especially given by the Additional Director (Admn)
- xv. Ensure that all service related matters / cases are properly submitted in vertical manner to higher ups
- xvi. Present cases of sanction of earned leave, ex-Pakistan leave and retirement orders to Additional Director (Admn) for consideration

17. Deputy Director (Promotion) (BPS-18)

He will provide specific job related assistance to Additional Director (Admn) (BPS-19) and will perform the following responsibilities and duties critical for better education service delivery: -

- i. Ensure the complete and full enforcement of rules and regulations in the preparation of promotion cases
- ii. Assign tasks to Assistant Director (Admn) pertaining to promotion of teaching and non-teaching staff of School Education Department
- iii. Prepare and update Seniority Lists of Officers, teaching and non-teaching staff after every six (06) months
- iv. Disseminate and incorporate feedback on Provisional / Final Seniority Lists of various Cadres
- v. Prepare working papers for promotion of Officers, teaching & non-teaching staff well in time
- vi. Prepare and maintain personal files of Officers / Officials and also collect PERs / ACRs of all employees of School Education Department
- vii. Timely submission of Working Papers pertaining to promotion of Officers, teaching & non-teaching Staff to Additional Director (Admn) for his perusal
- viii. Coordinate with all the subordinate Directorates / Offices / Schools for timely submission of PERs / ACRs of Officers, teaching & non-teaching Staff
- ix. Timely initiate annual performance evaluation reports (PERs) of the subordinate staff of Admin Section of the Directorate of Education (Schools) Balochistan
- x. Ensure that all service related matters / cases are properly submitted in vertical manner to higher ups

18. Deputy Director (Jud: & Inq:) (BPS-18)

He will provide specific job related assistance to Additional Director (Jud: & Inquiry) (BPS-19) and will perform the following responsibilities and duties critical for better education service delivery: -

- i. Oversee all the work of Judicial and Inquiry Sections / Branches of the Directorate of Education (Schools) Balochistan
- ii. Deal with all the correspondence regarding Judicial and Inquiry matters / cases through Judicial and Inquiry Sections / Branches
- iii. Submit para-wise comments before the Courts of Law after proof reading and vetting by the Additional Director (Jud: & Inq:)
- iv. Provide timely update to Additional Director (Jud: & Inq:) on court and inquiry cases on daily, weekly, monthly and yearly basis
- v. Propose a panel of scrupulous and efficient Officers for nomination of Enquiry Officers to conduct inquiries in a proper manner
- vi. Propose departmental inquiries on receiving complaints against Officers / Officials of School Education Department after obtaining approval from Higher Authorities
- vii. Prepare report on inquiries conducted by the Inquiry Branch / Section and submit to Additional Director (Jud: & Inq:) for his consideration / perusal

- viii. Prepare progress report on judicial cases handled by the Judicial Section / Branch on monthly, quarterly and annual basis and submit to Additional Director (Jud: & Inq:) for kind consideration / perusal.
- ix. Initiate Performance Evaluation Reports (PERs) / Annual Confidential Reports (ACRs) of the subordinate staff of Admin Section
- x. Perform any other special tasks assigned by the higher ups

19. Deputy Director (M & E) (BPS-18)

He will assist the Additional Director (M&E) to carry out the smooth functioning of Monitoring & Evaluation Section of the Directorate of Education (Schools) Balochistan. The basic responsibilities and activities of Deputy Director (M&E) (BPS-18) are as under: -

- i. Prepare standard operating procedures (SOPs) for inspection in close collaboration with DEOs and School Heads
- ii. Prepare annual inspection plans and monitor their implementation
- iii. Prepare inspection reports for consideration of Additional Director (M & E)
- iv. Draft School Improvement Plans in light of inspection reports in consultation with DEOs and School Heads
- v. Draft policy proposals based on inspection reports for Higher Authorities
- vi. Plan and organize capacity building workshops / trainings based on the needs of Officers and Officials working in the Monitoring and Evaluation Section of the Directorate of Education (Schools) Balochistan
- vii. Provide guidance and support to M & E teams to ensure quality and consistency in standards
- viii. Supervise the work of all subordinate sections of M & E
- ix. Prepare Key Performance Indicators (KPIs) for District Education Officers (DEOs) to gauge their performance against KPIs
- x. Collect and present data against KPIs to Higher Ups
- xi. Develop and oversee monitoring systems to track implementation progress of policies and development schemes
- xii. Work on improvement of data systems, which include collection, storage and use, to increase effectiveness and scalabilities of M & E Systems
- xiii. Draft, finalize and disseminate high quality reports for internal and external audience on policy initiatives
- xiv. Build an organizational knowledge base through research and partnership
- xv. Work on development and sustenance of close partnerships with at least one top tier international academic / research institution with specialization in M & E in order to further strengthen and sharpen technical skills of the M & E Section
- xvi. Explore and offer recommendations regarding the use of innovative technologies to streamline monitoring, evaluation and other operational functions
- xvii. Prepare a plan for identification of out of school children
- xviii. Work on establishment of ALP Centers as a strategy to provide an opportunity for out of school children
- xix. Prepare reports on ALP model for addressing out of school children issue in Balochistan
- xx. Provide recommendations to Higher Authorities for continuity of ALP approach to address out of school children in Balochistan
- xxi. Collect and report data on students and teachers of ALP Centers and make part of the Annual Census Report
- xxii. Initiate PERs / ACRs of the Officers / Officials working in Monitoring & Evaluation Section
- xxiii. Perform any other task assigned to him by the Deputy Director (M&E) or Higher Authorities

20. Deputy Director (P & D) (BPS-18)

He will assist the Additional Director (Dev.) to carry out the smooth functioning of Development Section of the Directorate of Education (Schools) Balochistan. The basic responsibilities and activities of Deputy Director (P&D) (BPS-18) are as under: -

- i. Prepare concept papers for new development schemes to be included in the new PSDP in line with Balochistan Education Sector Plan (BESP) and Annual Operational Plan (AOP)
- ii. Prepare PC-Is of the recommended new development Schemes to be made part of PSDP
- iii. Collect information / data against the development Schemes (New & Ongoing) reflected in the PSDP under School Education Sector
- iv. Develop a tracking mechanism for tracking the development work executed through development partners in School Education Department
- v. Provide updated information on development Schemes to Additional Director (Dev.) on regularly basis
- vi. Prepare a tracking mechanism to track progress implementation against the activities reflected in the Annual Operational Plan (AOP) based on BESP
- vii. Provide relevant information / data and progress implementation against BESP targets to Additional Director (Dev.)
- viii. Develop close coordination with PPIU in the implementation of AOP / BESP
- ix. Initiate PERs / ACRs of the Officers / Officials working in Development Section
- x. Perform any other task assigned to him by the Higher Authorities

21. Deputy Director (Co-Curricular & Book Distribution) (BPS-18)

He will assist the Additional Director (Co-Curricular & Book Distribution) (BPS-19) to carry out the smooth functioning of Development, Monitoring & Evaluation Section of the Directorate of Education (Schools) Balochistan. The basic responsibilities and activities of the Deputy Director (Co-Curricular & Book Distribution) (BPS-18) are as under: -

- i. Supervise the work of Statistical Officer and demand & supply of textbooks
- ii. Ensure that demand and supply are in accordance with the academic calendar
- iii. Develop annual reports on textbooks distribution and future plans
- iv. Coordinate and share all the data on textbooks with BEMIS / EMIS
- v. Review / analyze the data on students received from the BEMIS / EMIS
- vi. Collect and collate textbook supply position from all the DEOs and will arrange to swap the textbooks from one District to other District in case of excess and shortage of supply
- vii. Prepare an annual co-curricular plan for organizing events for the students at the Provincial, Divisional and District Headquarters to promote healthy competition amongst students
- viii. Develop a mechanism to ensure that all the co-curricular events are carried out as per approved plan
- ix. Plan in advance to allocate sufficient budget for co-curricular activities
- x. Ensure that the following co-curricular activities are carried out:
 - a. Debate, Speech, Qirat, Naat Khawani, Milli Naghma, Drama Competitions
 - b. Scout & Girls Guide Activities
 - c. Sports Events
- xi. Perform any other tasks assigned by the Higher Authorities
- xii. Initiate ACRs / PERs of the Officers / Officials working in the Co-Curricular and Textbook Distribution Section

22. Deputy Director (A & A) (BPS-18)

He will assist the Additional Director (A & A) (BPS-19) to carry out the smooth functioning of Audit & Accounts Section of the Directorate of Education (Schools) Balochistan. The basic responsibilities and activities of the Deputy Director (Audit & Accounts) (BPS-18) are as under: -

- i. Supervise the Audit & Accounts Section
- ii. Oversee the budgets and ensure that all budgetary lines are met by all Units / Sections
- iii. Review financial reports for strategic planning
- iv. Develop financial models and plan budget accordingly
- v. Acquire annual audit reports of financial records of the Directorate of Education (Schools) Balochistan, Divisional Directorates, District Education Offices and Cluster Heads and to review the audit reports for further processing
- vi. Identify and report irregularities in the audit reports

- vii. Conduct internal audits of the field offices located across Balochistan and submits reports accordingly to Additional Director (A&A)
- viii. Ensure that procurements are made as per BPPRA Rules, 2014
- ix. Ensure that all the records are proper maintained
- x. Ensure that all procedures and controls are in place
- xi. Ensure that review notes and audits findings receive due attention and cleared in time
- xii. Perform any other tasks assigned by the Higher Authorities
- xiii. Initiate ACRs / PERs of the Subordinate Officers / Officials in time

23. Deputy Director (Finance) (BPS-18)

He will assist the Additional Director (A & A) (BPS-19) to carry out the smooth functioning of the Finance Section of the Directorate of Education (Schools) Balochistan. The basic responsibilities and activities of the Deputy Director (Finance) (BPS-18) are as under: -

- i. Prepare budgetary estimates for all education offices critical for carrying out their activities
- ii. Distribute the released budget to all education offices to carry out their activities
- iii. Ensure timely preparation / submission of budgetary requirements as per annual budget cycle / calendar to Additional Director (A&A)
- iv. Ensure timely preparation / submission of the budgetary requirements of Directorate of Education (Schools) Balochistan as per the annual budget cycle / calendar to Additional Director (A&A)
- v. Prepare / process / scrutiny / submit cases of Group Insurance (GI), General Provident Fund (GPF), Benevolent Fund (BF), Financial Assistance, death, Shaheed, reimbursement of medical charges, TA/DA bills, additional budget demand, pensions, and utilities to Additional Director (A&A)
- vi. Ensure that excess and surrender statements of the Directorate of Education (Schools) Balochistan are submitted according to annual budgetary cycle / calendar to the Additional Director (A&A) for further processing
- vii. Perform any other tasks assigned by the Higher Authorities
- viii. Initiate ACRs / PERs of the Subordinate Officers / Officials in time

24. Deputy Directress (Elementary) (BPS-18)

She will assist the Additional Directress (Elementary) (Female) to carry out the smooth functioning of Elementary (Female) Section of the Directorate of Education (Schools) Balochistan. The basic responsibilities and activities of Deputy Directress (Elementary) (Female) (BPS-18) are as under: -

- i. Prepare proposals for coordinating and supporting trainings plans for female teachers / administrators / education managers through available opportunities
- ii. Prepare proposals regarding mechanisms for reducing absenteeism in Government Girls Primary and Middle Schools across Balochistan
- iii. Develop plans for oversee the learning activities, curriculum, textbooks and resources in Government Girls Primary and Middle Schools in Balochistan
- iv. Assist the Additional Directress (Elementary) in resolving employees related issues in Government Girls Primary and Middle Schools across the province
- v. Prepare replies to the inquiries regarding policies, procedures and programs pertaining to Government Girls Primary and Middle Schools
- vi. Deal with cases of sanction of earned leave, ex-Pakistan leave, transfer / posting, retirement orders in favor of female staff
- vii. Assist Additional Directress (Elementary) in gender mainstreaming that leads to gender equality in School Education Department
- viii. Develop plans to promote gender equality in School Education Department
- ix. Prepare lists of potential Government Girls Primary and Middle Schools for upgradation
- x. Propose measures regarding incorporation of materials pertaining to human rights, child rights and animal rights in teacher / education managers training, school curricula, textbooks and supporting materials
- xi. Initiate ACRs / PERs of the subordinate Officers / Officials of the Elementary (Female) Section of the Directorate of Education (Schools) Balochistan
- xii. Any other task assigned by the Higher Authorities

25. Deputy Directress (Secondary) (BPS-18)

She will assist the Additional Directress (Secondary) (Female) to carry out the smooth functioning of Secondary (Female) Section of the Directorate of Education (Schools) Balochistan. The basic responsibilities and activities of Deputy Directress (Secondary) (Female) (BPS-18) are as under: -

- i. Prepare proposals for coordination and support of training plans for female teachers / administrators / education managers
- ii. Prepare proposals regarding mechanisms for reducing absenteeism in Government Girls High and Higher Secondary Schools across Balochistan
- iii. Prepare proposals regarding engagement of mothers as members of PTSMCs and LECs vital for promotion of girls' education in Balochistan
- iv. Develop plans for oversee the learning activities, curriculum, textbooks and resources in Government Girls High and Higher Secondary Schools in Balochistan
- v. Assist the Additional Directress (Secondary) in resolving employees related issues in Government Girls Primary and Middle Schools across the province
- vi. Prepare replies to the inquiries regarding policies, procedures and programs pertaining to Government Girls High and Higher Secondary Schools
- vii. Deal with cases of sanction of earned leave, ex-Pakistan leave, retirement orders, transfer / posting, seniority lists in favor of female staff
- viii. Propose plans that promote gender mainstreaming in School Education Department that will in turn lead to gender equality
- ix. Develop plans to promote gender equality in School Education Department
- x. Prepare plans that promote secondary education in far flung and remote areas of Balochistan
- xi. Prepare lists of potential Government Girls Primary and Middle Schools for upgradation
- xii. Initiate ACRs / PERs of the subordinate Officers / Officials of the Elementary (Female) Section of the Directorate of Education (Schools) Balochistan
- xiii. Any other task assigned by the Higher Authorities

26. System Analyst (BPS-18)

S/He will assist Sr. System Analyst to carry out the smooth functioning of BEMIS Section of the Directorate of Education (Schools) Balochistan. The basic responsibilities and activities of System Analyst (BPS-18) are as under: -

- i. Assist Senior System Analyst in identifying BEMIS information technology (IT) needs
- ii. Assist Senior System Analyst in determining detailed specifications for IT needs
- iii. Draft related documents for initiation of system review
- iv. Propose plans to extend technical support to users responsible for data collection, entry, management and analysis as per defined protocols
- v. Design and conduct training need analysis of BEMIS Staff and Field Staff
- vi. Design capacity building programs / training materials for BEMIS Staff based on need analysis
- vii. Assist Senior System Analyst in designing dashboards for higher authorities as per requirements to ensure visibility of important indicators
- viii. Propose establishment of appropriate programming methods and tools
- ix. Propose mechanisms for controlling creation of codes and procedures
- x. Ensure that programs developed meet BEMIS needs
- xi. Propose a feedback mechanism for improvement of programs to effectively meet BEMIS needs
- xii. Design and furnish routine/demand based reporting
- xiii. Troubleshoot problems and adding desired features
- xiv. Perform any other task assigned by the Higher Authorities
- xv. Timely initiate ACRs/PERs of the subordinate BEMIS Staff

27. Data Analyst (BPS-18)

He will assist Sr. System Analyst to carry out the smooth functioning of BEMIS Section of the Directorate of Education (Schools) Balochistan. The basic responsibilities and activities of Data Analyst (BPS-18) are as under: -

- i. Design / develop annual school census proforma / questionnaire through due consultation with key stakeholders
- ii. Conduct and coordinate annual school census
- iii. Analyze annual school census data
- iv. Prepare and publish annual school census report
- v. Facilitate Sr. System Analyst and System Analyst in inclusion of new indicators in EMIS
- vi. Design and conduct training programs for data collectors, data entry operators and data cleaning operators
- vii. Perform any other task assigned by the Higher Authorities
- viii. Timely initiate ACRs/PERs of the subordinate BEMIS Staff

28. Deputy Director (BEMIS) (BPS-18)

He will assist the Additional Director (BEMIS) to carry out the smooth functioning of BEMIS Section of the Directorate of Education (Schools) Balochistan. The basic responsibilities and activities of Deputy Director (BEMIS) (BPS-18) are as under: -

- i. Propose plans for implementation of reform initiatives as envisioned in the Balochistan Education Sector Plan (BESP) for strengthening of BEMIS
- ii. Propose recommendations for continuous improvement / strengthening of BEMIS
- iii. Propose plans for establishing external partnerships with academia and organizations
- iv. Propose monitoring plan for Annual School Census across Balochistan
- v. Propose modifications / changes / amendment in proformas / questionnaires for Annual School Census
- vi. Propose plans / mechanisms for establishing strong coordination with subordinate Offices and Schools
- vii. Propose mechanisms / plans to ensure that reports on annual school census are prepared / published / Disseminated amongst key stakeholders on time
- viii. Ensure the enforcement of rules and regulations
- ix. Design and conduct training need analysis
- x. Propose / nominate BEMIS Staff for capacity building workshops / trainings
- xi. Propose / nominate BEMIS Staff at Divisional and District levels for capacity building workshops / trainings
- xii. Develop and maintain a culture of trust in BEMIS
- xiii. Propose innovations in data collection, analysis and reporting of Annual School Census
- xiv. Timely initiation of annual performance evaluation reports (PERs) of the subordinate Officers / Officials of BEMIS Section
- xv. Ensure that all the service related matters / cases are properly submitted in vertical manner to the Director (BEMIS) for consideration / approval
- xvi. Perform any other task assigned by the Higher Authorities

29. Admin Officer (BPS-17)

He will provide specific job related assistance to Deputy Director (Admn) (BPS-18) and will perform the following responsibilities and duties critical for better education service delivery: -

- i. Ensure the strict enforcement of rules and regulations
- ii. Deal with cases pertaining to sanction of earned leave, ex-Pakistan leave, leave on medical ground, issuance of retirement orders, posting / transfer and adjustment orders after obtaining approval from the Higher Authorities
- iii. Ensure that all cases are submitted to Higher Authorities in a vertical manner
- iv. Ensure biometric attendance of all staff working in the Directorate of Education (Schools) Balochistan
- v. Timely submission of biometric attendance report to Deputy Director (Admn) and also bring into the notice of Deputy Director (Admn) regarding absentee staff
- vi. Maintain record of casual leaves / earned leaves / medical levels of the staff working in the Directorate of Education (Schools) Balochistan

- vii. Perform special tasks assigned by the Director (Admn), Additional Director (Admn) and Deputy Director (Admn)
- viii. Make necessary correspondence as directed
- ix. Maintain Personal Record of the Staff and Officers of the Directorate of Education (Schools) Balochistan
- x. Keep equipment operational by calling for repairs

30. Assistant Director (ACR) (BPS-17)

He will provide specific job related assistance to Deputy Director (Promotion) (BPS-19) and will perform the following responsibilities and duties critical for better education service delivery: -

- i. Ensure complete and full enforcement of rules and regulations in the preparation of promotion cases
- ii. Prepare Working Papers for promotion of Officers, teaching & non-teaching Staff to be placed before the Departmental Promotion Committee (DPC) and Provincial Selection Board (PSB)
- iii. Prepare and maintain personal files of Officers / Officials and also collect PERs / ACRs of all employees of School Education Department
- iv. Assist Deputy Director (Promotion) in the preparation of Seniority Lists of all Cadres
- v. Disseminate and incorporate feedback on Provisional / Final Seniority Lists of various Cadres
- vi. Make necessary correspondence as directed
- vii. Perform any other related tasks / duties as required

31. Assistant Director (Jud: & Inq:) (BPS-17)

He will assist the Deputy Director (Jud: & Inq:) in disposal of his work and will perform the following responsibilities and duties critical for better education service delivery: -

- i. Draft / prepare para-wise comments for Constitutional Petitions (CPs), Service Appeals, Civil Suit and complaints and submit them to Deputy Director (Jud: & Inq:) for perusal / approval
- ii. Timely submission of para-wise comments well in time before the Court of Law to avoid any unwarranted situation
- iii. Attend the Court of Law and defend the rights of the department as directed
- iv. Timely submit the court proceedings or the directions of Hon'ble Courts to Higher Ups for consideration / implementation
- v. Maintain proper record of court proceedings and produce to Higher Ups whenever and wherever required
- vi. Maintain close coordination with Advocate General Office / District Attorney and assist them in defending the rights of the department in the courts of law
- vii. Prepare progress report on court cases on monthly, quarterly and yearly basis and their submission to Higher Ups consideration
- viii. Submit a panel of scrupulous and efficient Officers for nomination of Enquiry Officers to conduct inquiries
- ix. Draft reports on inquiries conducted by the Inquiry Branch / Section and submit to Deputy Director (Jud: & Inq:) for his consideration / perusal
- x. Initiate Performance Evaluation Reports (PERs) / Annual Confidential Reports (ACRs) of the subordinate staff of Judicial and Inquiry Branch
- xi. Perform any other special tasks assigned by the higher ups

32. Assistant Director (M & E) (BPS-17)

He will assist the Deputy Director (M&E) to carry out the smooth functioning of Monitoring & Evaluation Section of the Directorate of Education (Schools) Balochistan. The basic responsibilities and activities of Assistant Director (M&E) (BPS-17) are as under: -

- i. Draft standard operating procedures (SOPs) for inspection in close collaboration with DEOs and School Heads
- ii. Prepare annual inspection plans

- iii. Prepare guidelines for inspection report and draft inspection reports based on guidelines and submit them for consideration of Deputy Director (M & E)
- iv. Draft / prepare School Improvement Plans in light of inspection reports in consultation with DEOs and School Heads
- v. Work on policy proposals based on inspection reports for Deputy Director (M&E)
- vi. Plan and organize capacity building workshops / trainings based on the needs of Officers and Officials working in the Monitoring and Evaluation Section of the Directorate of Education (Schools) Balochistan
- vii. Provide guidance and support to M & E teams to ensure quality and consistency in standards
- viii. Supervise the work of all subordinate sections of M & E
- ix. Draft Key Performance Indicators (KPIs) for District Education Officers (DEOs) to gauge their performance against KPIs
- x. Collect and present data against KPIs to Deputy Director (M&E) for perusal
- xi. Develop monitoring mechanisms to oversee monitoring activities in order to track implementation progress of policies and development schemes
- xii. Work on improvement of data systems, which include collection, storage and use, to increase effectiveness and scalabilities of M & E Systems
- xiii. Draft, finalize and disseminate high quality reports for internal and external audience on policy initiatives
- xiv. Build an organizational knowledge base through research and partnership
- xv. Work on development and sustenance of close partnerships with at least one top tier international academic / research institution with specialization in M & E in order to further strengthen and sharpen technical skills of the M & E Section
- xvi. Explore and offer recommendations regarding the use of innovative technologies to streamline monitoring, evaluation and other operational functions
- xvii. Initiate PERs / ACRs of the Officials working in Monitoring & Evaluation Section
- xviii. Perform any other task assigned to him by the Deputy Director (M&E) or Higher Authorities

33. Assistant Director (P & D) (BPS-17)

He will assist the Deputy Director (P & D) to carry out the smooth functioning of Development Section of the Directorate of Education (Schools) Balochistan. The basic responsibilities and activities of Assistant Director (P&D) (BPS-17) are as under: -

- i. Compile and collate proposals received from Divisional Directorates of Education (Schools) and District Education Offices regarding development Schemes for the new Financial Year
- ii. Present all the proposals received from Divisions and Districts regarding development Schemes to Deputy Director (P&D) for consideration
- iii. Identify proposals regarding new development Schemes in line with the activities reflected in the BESP for the coming year
- iv. Check all the proposals received from Divisions and Districts regarding new development Schemes whether they carry BEMIS Code, GPS Coordinates and all codal formalities
- v. Prepare concept papers for new development schemes as desired by the Higher Authorities
- vi. Prepare PC-Is of the recommended new development Schemes to be made part of PSDP
- vii. Collect information / data against the development Schemes (New & Ongoing) reflected in the PSDP under School Education Sector
- viii. Develop a tracking mechanism for tracking the development work executed through development partners in School Education Department
- ix. Provide updated information on development Schemes to Additional Director (Dev.) on regularly basis
- x. Prepare a tracking mechanism to track progress implementation against the activities reflected in the Annual Operational Plan (AOP) based on BESP
- xi. Provide relevant information / data and progress implementation against BESP targets to Additional Director (Dev.)
- xii. Develop close coordination with PPIU in the implementation of AOP / BESP
- xiii. Initiate PERs / ACRs of the Officers / Officials working in Development Section
- xiv. Perform any other task assigned to him by the Higher Authorities

34. Statistical Officer (BPS-17)

He will assist the Deputy Director (Co-Curricular & Book Distribution) (BPS-18) to carry out the smooth functioning of Development, Monitoring & Evaluation Section of the Directorate of Education (Schools) Balochistan. The basic responsibilities and activities of the Statistical Officer (BPS-17) are as under: -

- i. Collect and Collate demand of textbooks received from DEOs
- ii. Analyze demand of textbooks in line with BEMIS / EMIS
- iii. Present analysis report on demand of textbooks to Deputy Director (Co-Curricular, Book Distribution) with figures
- iv. Compile and share the feedback received from teachers, students and parents on textbooks with Higher Authority in vertical order
- v. Present qualitative and quantitative reports on demand and supply of textbooks for Higher Authorities
- vi. Prepare stock register of the textbooks supplied and report to the Deputy Director (Co-Curricular & Book Distribution)
- vii. Prepare budget in accordance with the demand, prices and cost of transportation
- viii. Perform any other tasks assigned by the Higher Authorities

35. Audit Officer (BPS-17)

He will assist the Deputy Director (A & A) (BPS-18) to carry out the smooth functioning of Audit & Accounts Section of the Directorate of Education (Schools) Balochistan. The basic responsibilities and activities of Audit Officer (BPS-17) are as under: -

- i. Supervise the Audit Section of the Directorate of Education (Schools) Balochistan
- ii. Conduct Internal Audits of the Field Offices and Cluster Hub Schools across Balochistan and submit comprehensive reports to Deputy Director (A&A) for his perusal
- iii. Review Audit Reports for strategic planning
- iv. Ensure timely drafting / preparation and submission of annotated replies received from Field Offices to Deputy Director (A&A) prior to their placement before the Departmental Accounts Committee (DAC)
- v. Acquire annual audits of financial records of the Directorate of Education (Schools) Balochistan, Divisional Directorates, District Education Offices, District Officer Education Offices, Deputy District Officer Education Offices and Cluster Heads and to review the audit reports for further processing
- vi. Report irregularities in the audit reports to Deputy Director (A&A)
- vii. Ensure that review notes and audit findings receive due attention and are cleared in time
- viii. Perform any other tasks assigned by the Higher Authorities

36. Accounts Officer (BPS-17)

He will assist the Deputy Director (A & A) (BPS-18) to carry out the smooth functioning of Audit & Accounts Section of the Directorate of Education (Schools) Balochistan. The basic responsibilities and activities of Accounts Officer (BPS-17) are as under: -

- i. Supervise the Accounts Section of the Directorate of Education (Schools) Balochistan
- ii. Prepare documents for procurements as per BPPRA Rules, 2014
- iii. Oversee the drawl / disbursement of amount through cashier
- iv. Ensure that Finances of the Directorate of Education (Schools) Balochistan are managed as per the principles of BPPRA Rules, 2014
- v. Oversee periodic audit checks for accuracy of record keeping and accounting
- vi. All the bills, cheque, cash books, stock registers and maintenance register are duly signed
- vii. Perform any other tasks assigned by the Higher Authorities

37. Transport Officer (BPS-17)

He will assist the Deputy Director (Finance) (BPS-18) to carry out the smooth functioning of Finance Section of the Directorate of Education (Schools) Balochistan. The basic responsibilities and activities of Transport Officer (BPS-17) are as under: -

- i. Maintain, repair and utilize all the Government vehicles of Directorate of Education (Schools) Balochistan
- ii. Ensure proper and timely repair / maintenance of Government vehicles of the Directorate of Education (Schools) Balochistan
- iii. Maintain repair registers of Government vehicles and log books completed by the users
- iv. Maintain records of the Government Vehicles of all Educational Offices of School Education Department
- v. Properly maintain the original documents of the Government Vehicles of the Directorate of Education (Schools) Balochistan and all the subordinate Offices
- vi. Maintain record of the Government Vehicles allotted to Officers of Directorate of Education (Schools) Balochistan
- vii. Allot newly purchased Government Vehicles to Officers as per approval of the Higher Authorities
- viii. Complete documentation of off-road Government Vehicles for auction
- ix. Maintain the record of auctioned Government Vehicles
- x. Prepare bidding documents for auction of off-road Government Vehicles
- xi. Coordinate with the concerned departments for issuance of certificate of Government Vehicles prior to initiating the process of auction
- xii. Collect dismantle parts of the Government Vehicles after completion of the repair work from contractors
- xiii. Properly maintain the records of Vehicles duly provided by the Projects / donors to the Directorate of Education (Schools) Balochistan after Project Closures
- xiv. Retrieve Government Vehicles from Officers duly transferred from the Directorate of Education (Schools) Balochistan
- xv. Maintain history sheets of the Government Vehicles
- xvi. Closely coordinate with Assistant Director (Admn) and Admin Officer
- xvii. Perform any other tasks assigned by the Higher Authorities

38. Assistant Director (Elementary) (BPS-17)

She will assist the Deputy Directress (Elementary) to carry out the smooth functioning of Elementary (Female) Section of the Directorate of Education (Schools) Balochistan. The basic responsibilities and activities of Assistant Directress (Elementary) (Female) (BPS-17) are as under: -

- i. Develop proposals for coordinating and supporting training plans for female teachers / administrators / education managers based on need analysis
- ii. Develop proposals regarding mechanisms for reducing absenteeism in Government Girls Primary and Middle Schools across Balochistan
- iii. Draft plans for overseeing learning activities, curriculum, textbooks and resources in Government Girls Primary and Middle Schools in Balochistan
- iv. Assist the Deputy Directress (Elementary) in resolving employees related issues in Government Girls Primary and Middle Schools across the province
- v. Draft replies to the inquiries regarding policies, procedures and programs pertaining to Government Girls Primary and Middle Schools
- vi. Deal with cases of sanction of earned leave, ex-Pakistan leave, leave on medical grounds, transfer / posting, retirement orders in favor of female staff
- vii. Assist Deputy Directress (Elementary) in gender mainstreaming that leads to gender equality in School Education Department
- viii. Develop plans to promote gender equality in School Education Department
- ix. Prepare lists of potential Government Girls Primary and Middle Schools for upgradation
- x. Ensure that the channel of submission of cases in vertical manner for perusal / approval
- xi. Initiate ACRs / PERs of the subordinate Officers / Officials of the Elementary (Female) Section of the Directorate of Education (Schools) Balochistan
- xii. Any other task assigned by the Higher Authorities

39. Assistant Directress (Elementary) (BPS-17)

She will assist the Deputy Directress (Secondary) (Female) to carry out the smooth functioning of Elementary (Female) Section of the Directorate of Education (Schools) Balochistan. The basic responsibilities and activities of Assistant Directress (Secondary) (Female) (BPS-17) are as under: -

- i. Timely development of proposals for close coordination and support of training plans for female teachers / administrators / education managers based on need assessment
- ii. Submit proposals regarding mechanisms for reducing absenteeism in Government Girls High and Higher Secondary Schools across Balochistan
- iii. Submit plans for overseeing learning activities, curriculum, textbooks and resources in Government Girls High and Higher Secondary Schools in Balochistan
- iv. Assist the Deputy Directress (Secondary) in resolving employees related issues in Government Girls High and Higher Secondary Schools across the province
- v. Draft / submit replies to the inquiries regarding policies, procedures and programs pertaining to Government Girls High and Higher Secondary Schools
- vi. Deal with cases of sanction of earned leave, ex-Pakistan leave, leave on medical grounds, transfer / posting, retirement orders, seniority lists in favor of female staff
- vii. Submit proposals on promoting gender mainstreaming in School Education Department
- viii. Submit plans that promote gender equality in School Education Department
- ix. Prepare lists of potential Government Girls High Schools for upgradation to Higher Secondary Schools
- x. Ensure that the cases are submitted in vertical manner for perusal / approval
- xi. Initiate ACRs / PERs of the subordinate Officers / Officials of the Secondary (Female) Section of the Directorate of Education (Schools) Balochistan
- xii. Any other task assigned by the Higher Authorities

40. Assistant Director (Hardware Engineer) (BPS-17)

He will System Analyst to carry out the smooth functioning of BEMIS Section of the Directorate of Education (Schools) Balochistan. The basic responsibilities and activities of Assistant Director (Hardware Engineer) (BPS-17) are as under: -

- i. Assist in troubleshooting computer systems and network
- ii. Assist in servicing user hardware
- iii. Assist in repairing computers and network devices
- iv. Assist in installing operating systems and application packages as per systems requirements
- v. Perform any other task assigned by the Higher Authorities

41. Assistant Director (Programming) (BPS-17)

He will assist System Analyst to carry out the smooth functioning of BEMIS Section of the Directorate of Education (Schools) Balochistan. The basic responsibilities and activities of Assistant Director (Programming) (BPS-17) are as under: -

- i. Develop and maintain applications and databases by evaluating user needs, analyzing requirements and developing software systems
- ii. Conduct tests of program operations and recommend modification in programs
- iii. Maintain computer systems and programming guidelines by writing and updating policies and procedures
- iv. Regularly updating professional and technical knowledge by attending training workshops, reviewing professional publications
- v. Maintain equipment operational in close collaboration with Assistant Director (Hardware Engineer) by calling for repairs
- vi. Perform any other task assigned by the Higher Authorities

42. Assistant Director (Operation) (BPS-17)

He will assist System Analyst to carry out the smooth functioning of BEMIS Section of the Directorate of Education (Schools) Balochistan. The basic responsibilities and activities of Assistant Director (BPS-17) are as under: -

- i. Maintain operational documentations, user documentations and a help desk for smooth functioning of the operation
- ii. Maintain all necessary equipment operational
- iii. Closely follow manufacturers' instructions and established procedures
- iv. Evaluating new equipment
- v. Participate in professional development workshops
- vi. Maintain professional and technical knowledge by establishing networks with professional societies / forums
- vii. Maintain a proper log book of operations
- viii. Perform any other task assigned by the Higher Authorities

43. Assistant Director (GIS) (BPS-17)

He will assist the Deputy Director (BEMIS) to carry out the smooth functioning of BEMIS Section of the Directorate of Education (Schools) Balochistan. The basic responsibilities and activities of Assistant Director (GIS) (BPS-17) are as under: -

- i. Provide / capture location data of schools / offices and their associated information
- ii. Provide visual information on schools / offices with picture geographically
- iii. Geographical coordinates of each school needs to be take once for each school / office
- iv. Propose related software and technologies / devices for capturing GPS coordinates of each school / office
- v. Provide unique code to each school / office and make entry into GIS modules of the BEMIS
- vi. Link all the related information / data of the school / office to the geographical positions on Google Maps or related software
- vii. Prepare information that assists in the establishment, renovation and rationalization of schools
- viii. Design and conduct capacity building workshops / training on related topics for BEMIS Staff

- ix. Perform any other task assigned by the Higher Authorities

44. Assistant Director (Field) (BPS-17)

He will assist the Deputy Director (BEMIS) to carry out the smooth functioning of BEMIS Section of the Directorate of Education (Schools) Balochistan. The basic responsibilities and activities of Assistant Director (Field) (BPS-17) are as under: -

- i. Prepare field plans for annual school census
- ii. Prepare field plans for collecting / capturing GPS / GIS coordinates of schools / educational offices of School Education Department
- iii. Prepare field plans for conducting trainings on data collection, data entry and data cleaning
- iv. Prepare field plans for timely distribution of proformas / questionnaires in schools across Balochistan
- v. Perform any other task assigned by the Higher Authorities


12/04/2023
ABDUL RAUF BALOCH
SECRETARY

Copy for information is forwarded to: -

1. The Principal Secretary to Chief Minister Balochistan, Quetta.
2. The Accountant General Balochistan, Quetta.
3. The Additional Secretary (Staff) to Chief Secretary, Balochistan, Quetta.
4. The Director of Education (Schools), Balochistan, Quetta.
5. The PS to Minister for Education, Government of Balochistan, Quetta.
6. The PS to Secretary, Government of Balochistan, S & GAD, Quetta.
7. The PS to Secretary, Government of Balochistan, School Education Department, Quetta.
8. The PA to Additional Secretary (Admn/Dev./Schools), GoB, SED, (All)
9. Master File


12/04/2023
(ABDUL KHALIQ)
CHIEF PLANNING OFFICER