
TERMS OF REFERENCE

Operations Coordinator – Project Management Unit (PMU))

Khyber Pakhtunkhwa Revenue Mobilization & Public Resource Management Program

Background

The Khyber Pakhtunkhwa Revenue Mobilization and Public Resource Management Program was approved by the World Bank Board on June 18, 2019 to support the implementation of the KP Government's PFM Reform Strategy. The objective of the project is to improve revenue mobilization and public resource management in the province of Khyber Pakhtunkhwa. The project has two key components, namely a results-based component (US\$100 million) and an input-based component (US\$18 million). To support implementation, the Government of Khyber Pakhtunkhwa intends to recruit an Operations Coordinator who will be responsible for overall management and coordination of project implementation.

Scope of Work

Providing administrative and management leadership to the Project Management Unit (PMU).

- i. Review all documents of the Unit and prepare Action Plans for implementation of the activities.
- ii. Coordinating implementation of project activities across all stakeholders.
- iii. Overall supervisions and guidance to other specialists.
- iv. Preparation of the progress Reports.
- v. Preparing the Annual Work Plan for the project and ensures timely execution of various activities.
- vi. Ensuring that project goals, objectives, processes, and activities meet the needs and priorities of the stakeholders.
- vii. Interacting and liaising with the World Bank Task Team as needed
- viii. Other duties to be performed as per the requirements.

Profile /Qualifications

- i. Master's Degree in Public Administration, Organizational Development, Finance /Accounting or any other related discipline (sixteen years of education).
- ii. At least 10 years' experience (after acquiring stipulated qualification) in the area of management, administration, project coordination in government sector or private sector in leading governance related programs for a comparable organization.
- iii. A high enough profile to be able to act as close advisor to the top management.
- iv. Experience of public sector and donor funded projects is highly desirable
- v. Excellent report writing skills.
- vi. Demonstrated capacity to work in teams with colleagues and collaborators of different disciplines and national and cultural background.
- vii. Written and oral fluency in English is required. Proficiency in, Pashto and Urdu shall be accorded due weightage

- viii. Demonstrated Computer Skill (Proficiency in using computer desktop application MS Office (Word, Excel, and Power Point)).

Reporting Arrangements

Coordinator will report to the Secretary Finance, Government of Khyber Pakhtunkhwa.

Duration

The contract will be initially for one year and may be renewed subject to satisfactory performance.

