

**TERMS OF REFERENCE (TORs)**  
**National Academy of Higher Education (NAHE)**  
**Programme Coordinator**

<b>Job Title:</b>	Programme Coordinator
<b>Category:</b>	Equivalent to MP-III
<b>Duty Station:</b>	Islamabad
<b>Type of Contract:</b>	Fixed-term
<b>Expected Start Date:</b>	October - 2022
<b>Term of Employment</b>	Initially for a period of one (01) year, extendable on the basis of satisfactory Performance and requirement.

### **1. BACKGROUND**

Pakistan's Vision 2025 has set an ambitious target for Pakistan to revive economic growth to be among the world's top 25 economies by the year 2025. A knowledge economy has been identified as one of the key pillars for growth. Higher Education Development in Pakistan (HEDP) will contribute directly to the knowledge economy by addressing these issues through the higher education system in Pakistan. This project will directly support selected areas of the Higher Education Commission's (HEC) Vision 2025. This project will support interventions aimed at improving quality and relevance of second and third tier higher education institutions (HEIs) and encouraging research and innovation in Tier 1 universities<sup>1</sup> of the country.

### **2. PROJECT DESCRIPTION**

The project supports the implementation of a subset of activities from HEC's Vision 2025, which is in line with the broader development framework for Pakistan as envisaged in the government's Vision 2025. The project will be implemented over a five-year period of 2019/20 – 2023/24.

In essence, the objectives of the project are to support research excellence in strategic sectors of the economy, improve teaching and learning and strengthen governance in the higher education sector. The National Academy of Higher Education (NAHE) has been established to address the training and capacity building needs of HEIs in a range of areas including effective teaching, institutional governance, academic management and leadership, integrated and programme-oriented applied research for solving national, regional and local problems, students counselling, transparent and efficient decision-making, planning, projects and contract management, donor and external relations, global engagement, deployment of technological solutions, fundraising and management of media and political relations.

### **3. CORE RESPONSIBILITIES**

The Programme Coordinator – will build university networks for inter-university cooperation through the transfer of knowledge across borders, and will provide leadership and steer the implementation

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<sup>1</sup> Explanation of tiers

process of this area with selected national and international HEIs. As an active member of a multi-disciplinary team, the specialist will participate and take initiative in other team responsibilities as the needs arise.

The key responsibilities of the Programme Coordinator- include, but are not limited to the following:

- **Define and develop criteria** for national and international linkages and collaboration on the basis of needs, competencies and specialised focus areas of the HEIs
- Develop criteria for linkages/collaboration and coordination with international HEIs on the basis of excellence in teaching and learning, research and academic governance, leadership and management
- Develop SOPs/protocols and pathways to create communities of practice between NAHE and other national and international HEIs
- Define work plans on the basis of areas of collaboration and activities to be implemented, and manage and oversee the quality and timely implementation of the projects and activities
- Develop processes (including their monitoring and on-going evaluation) to be adopted by collaborating national HEIs for execution of activities/deliverables, to ensure that submitted deliverables are of a high quality and submitted on time
- Develop SOPs and procedures to monitor, collect relevant data and report progress on indicators and targets set to evaluate the progress and results achieved by the project to support NAHE's growth as a dynamic and consistently high quality, evidence-based organisation that works to improve HE
- Align all twinning proposals and processes with budgetary and procurement requirements under the HEDP and HEC rules

#### **4. COMPETENCIES:**

The Programme Coordinator. will possess the following qualifications and skills:

##### **QUALIFICATIONS AND SKILLS**

###### ***Essential***

- Ph.D with minimum 06 years post qualification relevant experience OR Masters/Bachelors (16 years of education) with minimum 08 years post qualification relevant experience.
- Experience with working in Teaching, Research and Management
- Experience of interacting with senior level policy makers and partner institutions.
- Ability to collect and collate good practices in management and operations within HE institutions in Pakistan and internationally and share them in an accessible format
- Excellent English language skills, particularly writing, editing, analytical skills and proven report writing skills
- Strong leadership skills, which includes identifying and solving problems pro-actively, target-setting and monitoring, and accountable for results
- Exposure and proven experience of working in international contexts

- Can maintain a good working relationship with multiple stakeholders, listens to different points of view and builds consensus for the direction of the project
- Strong interpersonal skills, commitment to team work and able to work across disciplines
- Ability to work with diverse groups of people
- Ability to work independently and as part of a team
- Proficiency in the MS Office (Word, Excel, and Power Point) and office software packages (word processing, spreadsheet etc.) and experience in handling of web-based data and information management systems
- Energetic with a positive, constructive attitude
- Openness to change and ability to manage complexities
- An ability to work effectively, take initiative and deliver results, even under pressure, and willing to visit sites in remote areas.

## **COMPETENCIES**

### ***General***

- Understands different HE contexts, both national and international
- Experience of interacting with senior level policy makers and partner institutions
- Strong leadership skills, including identifying and solving problems
- Energetic, productive and proactive
- Open to change, creative and innovative, able to manage complexities and deal with ambiguity
- Works effectively, takes initiative and delivers results under pressure

### ***Teamwork***

- Works collaboratively with colleagues to achieve NAHE's goals
- Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others
- Places team agenda before personal agenda
- Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position
- Shares credit for team accomplishments and accepts joint responsibility for team shortcomings

### ***Planning & Organising***

- Develops clear goals that are consistent with agreed strategies
- Identifies priority activities and assignments; adjusts priorities as required
- Allocates appropriate amount of time and resources for completing work
- Foresees risks and allows for contingencies when planning
- Monitors and adjusts plans and actions as necessary
- Uses time efficiently

### ***Communication***

- Speaks and writes clearly and effectively
- Listens to others, correctly interprets messages from others and responds appropriately

- Asks questions to clarify, and exhibits interest in having two-way communication
- Tailors language, tone, style and format to match the audience
- Demonstrates openness in sharing information and keeping people informed

### ***Community Orientation***

- Establishes and maintains productive partnerships with the HE community by gaining and maintaining their trust and respect
- Understands and identifies the wider HE community's needs and matches them to appropriate solutions
- Monitors ongoing developments within and beyond NAHE's projects and partnerships to keep informed and anticipate problems
- Keeps community/'clients' informed of progress or setbacks in projects
- Meets timeline for delivery of products or services to the community
- Able to work with diverse groups of people

**Programme Specialist - Teaching Excellence**  
**TERMS OF REFERENCE (TORs)**

Job Title:	Programme Specialist - Teaching Excellence
Category:	Equivalent to MP-III
Duty Station:	Islamabad
Type of Contract:	Fixed-term
Expected Start Date:	October - 2022
Term of Employment	Initially for a period of one (01) year, extendable on the basis of satisfactory Performance and requirement.

## **5. BACKGROUND**

Pakistan's Vision 2025 has set an ambitious target for Pakistan to revive economic growth and become among the world's top 25 economies by the year 2025. A knowledge economy has been identified as one of the key pillars for growth. Higher Education Development in Pakistan (HEDP) will contribute directly to the knowledge economy by addressing these issues through the higher education system in Pakistan. This project will directly support selected areas of the Higher Education Commission's (HEC) Vision 2025. This project will support interventions aimed at improving quality and relevance of second and third tier higher education institutions (HEIs) and encouraging research and innovation in Tier 1 universities of the country.

## **6. PROJECT DESCRIPTION**

The project supports the implementation of a subset of activities from HEC's Vision 2025, which is in line with the broader development framework for Pakistan as envisaged in the government's Vision 2025. The project will be implemented over a five-year period of 2019/20 – 2023/24.

In essence, the objectives of the project are to support research excellence in strategic sectors of the economy, improve teaching and learning and strengthen governance in the higher education sector. The National Academy of Higher Education (NAHE) has been established to address the training and capacity building needs of HEIs in a range of areas including effective teaching, institutional governance, academic management and leadership, integrated and programme-oriented applied research for solving national, regional and local problems, students counselling, transparent and efficient decision-making, planning, projects and contract management, donor and external relations, global engagement, deployment of technological solutions, fundraising and management of media and political relations.

## **7. CORE RESPONSIBILITIES**

The Programme Specialist will oversee all aspects of teaching and learning in activities conducted by NAHE, and will provide substantive input at all phases of the design and delivery process, from conceptualisation to implementation and follow-up. As an active member of a multi-disciplinary team, the specialist will participate and take initiative in other team responsibilities as the needs arise.

The key responsibilities of the Programme Specialist include, but are not limited to the following:

- Oversee the design and delivery of teaching effectiveness components of workshops, courses, certifications etc. to support NAHE's mandate of professional development of faculty and staff at HEIs
- Assess capacity constraints in teaching and learning at HEIs and devise ways to support professional development activities at HEIs
- Develop institutional capacity in virtual and online learning
- Develop linkages/collaboration between NAHE and professional development institutes
- Develop and institutionalise a community of practice in teaching and learning
- Develop effective communication strategies to raise awareness about teaching and learning issues in HE and produce academic/scholarly work on the same
- Develop a database and institutional memory for all events related to teaching and learning at NAHE
- Liaise with specialists and experts to design cohesive curricula that align with intended learning outcomes
- Support NAHE's growth as a dynamic and consistently high quality evidence-based organisation
- Review best practices in teaching and learning and facilitate national HEIs in incorporating those best suited to their contexts

## **8. QUALIFICATIONS AND SKILLS**

- Ph.D with minimum 06 years post qualification relevant experience OR Masters/Bachelors (16 years of education) with minimum 08 years post qualification relevant experience.
- Academic publications of a high quality
- Proven experience of teaching in HE
- Proficiency in MS Office (Word, Excel, and PowerPoint) and experience in handling web-based data and information management systems
- Proactive and creative, with strong interpersonal and communication skills, commitment to team work and the ability to work across disciplines
- Excellent English language skills, particularly writing

## **9. COMPETENCIES**

### ***General***

- Understands and has experience of teaching and learning in STEAM subjects
- Understands different HE contexts, both national and international
- Experience of interacting with senior level policy makers and partner institutions
- Energetic, productive and proactive
- Open to change, creative and innovative, able to manage complexities and deal with ambiguity
- Works effectively, takes initiative and delivers results under pressure

### ***Teamwork***

- Works collaboratively with colleagues to achieve NAHE's goals
- Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others
- Places team agenda before personal agenda
- Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position
- Shares credit for team accomplishments and accepts joint responsibility for team shortcomings

### ***Planning & Organising***

- Develops clear goals that are consistent with agreed strategies
- Identifies priority activities and assignments; adjusts priorities as required
- Allocates appropriate amount of time and resources for completing work
- Foresees risks and allows for contingencies when planning
- Monitors and adjusts plans and actions as necessary
- Uses time efficiently

### ***Communication***

- Speaks and writes clearly and effectively
- Listens to others, correctly interprets messages from others and responds appropriately
- Asks questions to clarify, and exhibits interest in having two-way communication
- Tailors language, tone, style and format to match the audience
- Demonstrates openness in sharing information and keeping people informed

### ***Community Orientation***

- Establishes and maintains productive partnerships with the HE community by gaining and maintaining their trust and respect
- Understands and identifies the wider HE community's needs and matches them to appropriate solutions
- Monitors ongoing developments within and beyond NAHE's projects and partnerships to keep informed and anticipate problems
- Keeps community/'clients' informed of progress or setbacks in projects
- Meets timeline for delivery of products or services to the community
- Able to work with diverse groups of people

**Programme Specialist – Research**  
**TERMS OF REFERENCE (TORs)**

<b>Job Title:</b>	Programme Specialist – Research
<b>Category:</b>	Equivalent to MP-III
<b>Duty Station:</b>	Islamabad
<b>Type of Contract:</b>	Fixed-term
<b>Expected Start Date:</b>	October - 2022
<b>Term of Employment</b>	Initially for a period of one (01) year, extendable on the basis of satisfactory Performance and requirement.

### **1. BACKGROUND**

Pakistan's Vision 2025 has set an ambitious target for Pakistan to revive economic growth to be among the world's top 25 economies by the year 2025. A knowledge economy has been identified as one of the key pillars for growth. Higher Education Development in Pakistan (HEDP) will contribute directly to the knowledge economy by addressing these issues through the higher education system in Pakistan. This project will directly support selected areas of the Higher Education Commission's (HEC) Vision 2025. This project will support interventions aimed at improving quality and relevance of second and third tier higher education institutions (HEIs) and encouraging research and innovation in Tier 1 universities of the country.

### **2. PROJECT DESCRIPTION**

The project supports the implementation of a subset of activities from HEC's Vision 2025, which is in line with the broader development framework for Pakistan as envisaged in the government's Vision 2025. The project will be implemented over a five-year period of 2019/20 – 2023/24.

In essence, the objectives of the project are to support research excellence in strategic sectors of the economy, improve teaching and learning and strengthen governance in the higher education sector. The National Academy of Higher Education (NAHE) has been established to address the training and capacity building needs of HEIs in a range of areas including effective teaching, institutional governance, academic management and leadership, integrated and programme-oriented applied research for solving national, regional and local problems, students counselling, transparent and efficient decision-making, planning, projects and contract management, donor and external relations, global engagement, deployment of technological solutions, fundraising and management of media and political relations.

### **3. CORE RESPONSIBILITIES**

The Programme Specialist will work to advance NAHE's organisational knowledge and effectiveness as an evidence-based organisation. The focus of this position will be on the development, integration and translation of research knowledge to inform policy and practice, leadership decision-making and promotion platforms. The specialist will play a key role in research reporting and research components of NAHE's professional development programmes. This position represents an opportunity to bridge the gap between state of the art research learning, both internal and external, and evidence-informed programme design and improvement. As an active member of a multi-disciplinary team, the specialist will participate and take initiative in other team responsibilities as the needs arise.



The core responsibilities of the Program Specialist include, but are not limited to the following:

- Contribute to making NAHE a hub for cutting edge and world class research by facilitating national, regional and international collaborative research
- Apply consistently high standards to develop, generate, collate and deliver credible research knowledge based on quantitative and qualitative research findings, from both internal and external sources
- Develop, generate, collate and deliver credible research using information and data for institutional development (e.g., marketing, auditing and quality assurance, business intelligence, and management) to support NAHE's growth as a dynamic and consistently high quality evidence-based organisation
- Oversee the design and delivery of courses, workshops, certifications etc. on research and research management at HEIs to support NAHE's mandate of professional development of faculty and staff at HEIs
- Develop linkages/collaboration between NAHE, HEIs and professional development institutes
- Collaboratively inform and develop the strategic direction to share research knowledge with HEIs
- Contribute to internal research results reporting and collaborate on the delivery of research components of professional development activities and events
- Liaise with Offices of Research, Innovation and Commercialization (ORICs) to maintain a two-way flow of information between NAHE and ORICs and work towards developing communities of practice at all stages of the research and commercialisation process
- Present research findings to small and large audiences in a consumable manner for expert and lay stakeholders

#### **4. QUALIFICATIONS AND SKILLS**

##### ***Essential***

- Ph.D with minimum 06 years post qualification relevant experience OR Masters/Bachelors (16 years of education) with minimum 08 years post qualification relevant experience.
- An established and published academic in the higher education context with research publications in reputable national/international journals
- Significant qualifications and/or experience in advanced research methodology with proven experience of qualitative and quantitative data analysis
- Proficiency in MS Office and experience in handling web-based data and information management systems
- Capacity to work independently and collaboratively
- Excellent English language, analytical and presentation skills

##### ***Desired***

- Strategic and business skills including industry knowledge
- Information management skills including codification, content management, information processes, taxonomies and IT applications
- IT skills including database management, information architecture and workflow
- Experience in research-based marketing and outreach activities

## 5. COMPETENCIES

### ***General***

- Understands different HE contexts, both national and international
- Experience of interacting with senior level policy makers and partner institutions
- Energetic, productive and proactive
- Able to mentor and advise
- Open to change, creative and innovative, able to manage complexities and deal with ambiguity
- Works effectively, takes initiative and delivers results under pressure

### ***Teamwork***

- Works collaboratively with colleagues to achieve NAHE's goals
- Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others
- Places team agenda before personal agenda
- Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position
- Shares credit for team accomplishments and accepts joint responsibility for team shortcomings

### ***Planning & Organising***

- Develops clear goals that are consistent with agreed strategies
- Identifies priority activities and assignments; adjusts priorities as required
- Allocates appropriate amount of time and resources for completing work
- Foresees risks, allows for contingencies when planning, solves problems creatively
- Monitors and adjusts plans and actions as necessary
- Uses time efficiently

### ***Communication***

- Speaks and writes clearly and effectively
- Listens to others, correctly interprets messages from others and responds appropriately
- Asks questions to clarify, and exhibits interest in having two-way communication
- Tailors language, tone, style and format to match the audience
- Demonstrates openness in sharing information and keeping people informed

### ***Community Orientation***

- Establishes and maintains productive partnerships with the HE community by gaining and maintaining their trust and respect
- Understands and identifies the wider HE community's needs and matches them to appropriate solutions
- Monitors ongoing developments within and beyond NAHE's projects and partnerships to keep informed and anticipate problems
- Keeps community/'clients' informed of progress or setbacks in projects
- Meets timeline for delivery of products or services to the community
- Able to work with diverse groups of people

**Programme Specialist – Academic Governance**  
**TERMS OF REFERENCE (TORs)**

<b>Job Title:</b>	Programme Specialist – Academic Governance
<b>Category:</b>	Equivalent to MP-III
<b>Duty Station:</b>	Islamabad
<b>Type of Contract:</b>	Fixed Term
<b>Expected Start Date:</b>	October - 2022
<b>Term of Employment</b>	Initially for a period of one (01) year, extendable on the basis of satisfactory Performance and requirement.

### **1. BACKGROUND**

Pakistan Vision 2025 has set an ambitious target for Pakistan to revive economic growth and become among the world's top 25 economies by the year 2025. A knowledge economy has been identified as one of the key pillars for growth. Higher Education Development in Pakistan (HEDP) will contribute directly to the knowledge economy by addressing these issues through the higher education system in Pakistan. This project will directly support selected areas of the Higher Education Commission's (HEC) Vision 2025. This project will support interventions aimed at improving quality and relevance of second and third tier higher education institutions (HEIs) and encouraging research and innovation in Tier 1 universities of the country.

### **2. PROJECT DESCRIPTION**

The project supports the implementation of a subset of activities from HEC's Vision 2025, which is in line with the broader development framework for Pakistan as envisaged in the government's Vision 2025. The project will be implemented over a five-year period of 2019/20 – 2023/24.

In essence, the objectives of the project are to support research excellence in strategic sectors of the economy, improve teaching and learning and strengthen governance in the higher education sector. The National Academy of Higher Education (NAHE) has been established to address the training and capacity building needs of HEIs in a range of areas including effective teaching, institutional governance, academic management and leadership, integrated and programme-oriented applied research for solving national, regional and local problems, students counselling, transparent and efficient decision-making, planning, projects and contract management, donor and external relations, global engagement, deployment of technological solutions, fundraising and management of media and political relations.

### **3. CORE RESPONSIBILITIES**

The Programme Specialist for Academic Leadership and Governance will oversee activities conducted by NAHE relating to academic leadership and governance in the higher education sector. The specialist will provide substantive input at all phases of the design and delivery process, from conceptualization to implementation and follow-up. This position is also responsible for ensuring compliance to governance policies at NAHE.

- The key responsibilities of the Programme Specialist include, but are not limited to the following: Assess capacity constraints in academic leadership and governance at HEIs through analysis of existing studies on the subject and further in-depth assessment surveys and studies
- Devise strategies to support NAHE's aim in developing and promoting academic leadership and governance of HEI faculty and management
- Oversee the design and delivery of courses, workshops, certifications etc. on academic leadership and governance of HEIs and affiliated bodies
- Develop linkages/collaboration between NAHE and professional development institutes
- Develop and institutionalise a community of practice in academic governance and leadership at HEIs as well as a network to mentor future leadership
- Develop a database and institutional memory for all events, capacity building workshops related to academic leadership and governance at NAHE
- Provide substantive input in the academic leadership and governance components of NAHE's business plan
- Liaise with the programme specialists on teaching & learning and research & knowledge management to design cohesive and interconnected curricula

#### **4. QUALIFICATIONS AND SKILLS**

##### ***Essential***

- Ph.D with minimum 06 years post qualification relevant experience OR Masters/Bachelors (16 years of education) with minimum 08 years post qualification relevant experience.
- Experience in HE academic leadership, governance, institutional development positions
- Demonstrated knowledge and understanding of academic leadership and governance of HEIs in national and international contexts and ability to assess and evaluate these systems
- Familiarity with internationally recognised standards of academic governance
- Ability to collect and collate good practices in academic governance within HE institutions in Pakistan and internationally and share them in an accessible format.
- Advanced knowledge of ERPs like SAP and Management Information Systems
- Proficiency in MS Office (Word, Excel, and PowerPoint) and experience in handling web-based data and information management systems
- Excellent English language skills, particularly writing

##### **Desired**

- Nationally/internationally recognized qualification in Academic Leadership/Governance/Management/Institutional development/
- Experience of interacting with senior level policy makers and partner institutions

#### **5. COMPETENCIES**

##### ***General***

- Understands different HE contexts, both national and international
- Experience of interacting with senior level policy makers and partner institutions
- Strong leadership skills, including identifying and solving problems
- Energetic, productive and proactive
- Open to change, creative and innovative, able to manage complexities and deal with ambiguity
- Works effectively, takes initiative and delivers results under pressure

### ***Teamwork***

- Works collaboratively with colleagues to achieve NAHE's goals
- Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others
- Places team agenda before personal agenda
- Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position
- Shares credit for team accomplishments and accepts joint responsibility for team shortcomings

### ***Planning & Organising***

- Develops clear goals that are consistent with agreed strategies
- Identifies priority activities and assignments; adjusts priorities as required
- Allocates appropriate amount of time and resources for completing work
- Foresees risks and allows for contingencies when planning
- Monitors and adjusts plans and actions as necessary
- Uses time efficiently

### ***Communication***

- Speaks and writes clearly and effectively
- Listens to others, correctly interprets messages from others and responds appropriately
- Asks questions to clarify, and exhibits interest in having two-way communication
- Tailors language, tone, style and format to match the audience
- Demonstrates openness in sharing information and keeping people informed

### ***Community Orientation***

- Establishes and maintains productive partnerships with the HE community by gaining and maintaining their trust and respect
- Understands and identifies the wider HE community's needs and matches them to appropriate solutions
- Monitors ongoing developments within and beyond NAHE's projects and partnerships to keep informed and anticipate problems
- Keeps community/'clients' informed of progress or setbacks in projects
- Meets timeline for delivery of products or services to the community
- Able to work with diverse groups of people

**Programme Specialist –Financial Management  
TERMS OF REFERENCE (TORs)**

<b>Job Title:</b>	Programme Specialist – Financial Management
<b>Category:</b>	Equivalent to MP-III
<b>Duty Station:</b>	Islamabad
<b>Type of Contract:</b>	Fixed Term
<b>Expected Start Date:</b>	October - 2022
<b>Term of Employment</b>	Initially for a period of one (01) year, extendable on the basis of satisfactory Performance and requirement.

**BACKGROUND**

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**PROJECT DESCRIPTION**

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**CORE RESPONSIBILITIES**

The Programme Specialist for Financial Management and Operations will oversee activities conducted by NAHE relating to financial management and operations in the higher education sector. The specialist will provide substantive input at all phases of the design and delivery process, from conceptualisation to implementation and follow-up. This position is also responsible for ensuring compliance to financial management and operational policies at NAHE.

The key responsibilities of the Programme Specialist include, but are not limited to the following: Assess capacity constraints in Financial Management and operations at HEIs through analysis of existing studies on the subject and further in-depth assessment surveys and studies

Comply with financial management and reporting requirements of the PSDP and Donor Funded projects. Monitor flow of funds, organizational structures, budget, accounting policies and procedures, financial reporting and audit effectiveness (internal and external). The output includes development of a good practice model which will serve as a benchmark for developing institution specific improvement plans. Devise strategies to support NAHE's aim in developing and promoting Financial Management competencies of HEI faculty and management.

Oversee the design and delivery of courses, workshops, certifications etc. on financial management of HEIs and affiliated bodies

Develop and institutionalise a community of practice in academic governance, leadership and management at HEIs as well as a network to mentor future leadership.

Develop a database and institutional memory for all events, capacity building workshops related to financial management at NAHE

Provide substantive input in the financial analysis and leadership & management components of NAHE's business plan

Identify the capacity building need and prepare training plans/programs on financial management and other associated areas for staff at HEC and HEIs/TEIs.

Liase with the programme specialists on teaching & learning and research & knowledge management to design cohesive and interconnected curricula

## **QUALIFICATIONS AND SKILLS**

### *Essential*

Ph.D with minimum 06 years post qualification relevant experience OR Masters/Bachelors (16 years of education) with minimum 08 years post qualification relevant experience.

Experience in Financial Management and Operations in HE leadership positions

Demonstrated knowledge and understanding of financial management of HEIs in national and international contexts and ability to assess and evaluate these systems

Familiarity with internationally recognised standards of Financial Management

Ability to collect and collate good practices in management and operations within HE institutions in Pakistan and internationally and share them in an accessible format

Advanced knowledge of ERPs like SAP and Management Information Systems

Proficiency in MS Office (Word, Excel, and PowerPoint) and experience in handling web-based data and information management systems

Excellent English language skills, particularly writing

### **Desired**

Possession of an internationally recognized Financial Management accreditation (such as CA, ACCA, CPA, ICMA, MBA-Finance) would be a distinct advantage.

Experience of interacting with senior level policy makers and partner institutions

## **COMPETENCIES**

### *General*

Understands different HE contexts, both national and international

Experience of interacting with senior level policy makers and partner institutions

Strong leadership skills, including identifying and solving problems

Energetic, productive and proactive

Open to change, creative and innovative, able to manage complexities and deal with ambiguity

Works effectively, takes initiative and delivers results under pressure

### ***Teamwork***

Works collaboratively with colleagues to achieve NAHE's goals

Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others

Places team agenda before personal agenda

Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position

Shares credit for team accomplishments and accepts joint responsibility for team shortcomings

### ***Planning & Organising***

Develops clear goals that are consistent with agreed strategies

Identifies priority activities and assignments; adjusts priorities as required

Allocates appropriate amount of time and resources for completing work

Foresees risks and allows for contingencies when planning

Monitors and adjusts plans and actions as necessary

Uses time efficiently

### ***Communication***

Speaks and writes clearly and effectively

Listens to others, correctly interprets messages from others and responds appropriately

Asks questions to clarify, and exhibits interest in having two-way communication

Tailors language, tone, style and format to match the audience

Demonstrates openness in sharing information and keeping people informed

### ***Community Orientation***

Establishes and maintains productive partnerships with the HE community by gaining and maintaining their trust and respect

Understands and identifies the wider HE community's needs and matches them to appropriate solutions

Monitors ongoing developments within and beyond NAHE's projects and partnerships to keep informed and anticipate problems

Keeps community/'clients' informed of progress or setbacks in projects

Meets timeline for delivery of products or services to the community

Able to work with diverse groups of people