

## 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>	April - 2023
<b>Term of Employment</b>	Initially for a period of one (01) year, extendable on the basis of satisfactory Performance and requirement.

### 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.

### 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.

### 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.

Liaise 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