

**DEPARTMENT OF SCHOOL EDUCATION
GOVERNMENT OF PUNJAB**

**The Project Management Unit (PMU) of the World Bank financed
*Punjab Outcomes-Acceleration in School Education (POISE)***

TERMS OF REFERENCE FOR HIRING
Financial Management Expert

1. Basic Details:

- Duty Station: Mohali, Department of School Education (DoSE), Mohali, Punjab
- Language Required: English, Hindi. Punjabi Preferred.
- Date of Commencement: To be notified at the time of selection.
- Duration of Contract: Three years (renewable subject to satisfactory performance and/or validity of the project)

2. Background:

The Government of Punjab (GoP) has prioritized education as a key area for development with an aim to build an inclusive and quality education system for all. There are more than 2.5 million students enrolled in more than 19,000 government schools. The Department of School Education (DoSE), GoP, is preparing the Punjab Outcomes-Acceleration in School Education (POISE) operation to be implemented with assistance from the World Bank, with a Program-for-Results (PforR) financing instrument. The program is a subset of the government program for school education in Punjab Vision 2047. The Program Development Objective (PDO) is to improve the school education outcomes and strengthen the school education system management in Punjab.

The program has four results areas:

Result area 1: Improved foundational learning skills at pre-primary and primary levels

Result area 2: Improved teacher effectiveness

Result area 3: Improved school-to-higher education and work transition

Result area 4: Decentralized and user-centric system of school management

DoSE now intends to hire one (1) Financial Management Expert to provide technical inputs and assistance in developing a system for efficient financial planning and management under all programs/schemes/projects implemented by DoSE that will include, but not be limited to, annual financial plans, budget planning and execution, audit support, financial reporting, overseeing book-keeping and preparing financial manuals/ guidelines.

3. Objectives and Scope:

The incumbent will be responsible for executing the related intervention/s by providing desired support in developing and implementing an appropriate financial management system commensurate with the operational requirements of DoSE. In executing the above-mentioned responsibilities, the incumbent will be assisted by Associate/s and will oversee, supervise and guide him/her as well as other officers junior to him/her involved in project implementation at the State/district or block level. The Financial Management Expert will be expected to do the following tasks:

- Support the development of a guidance note for POISE, detailing the proposed financial management arrangements for the Program and putting together GOs that are relevant to this program as well as updating it from time to time.
- Ensuring adherence to financial and accounting policies and procedures for the operation.
- Prepare annual budgets, incorporating the budget of all spending units of the Department of School Education (DoSE) based on annual work plans and procurement plans.
- Monitor budget variances between planned expenditures and receipts, actual expenditures and receipts and analyse such variances in consultation with each spending unit as well as aggregate variances.
- Maintain records of contracts and the timely payment of all bills after approval from competent authority.
- Develop Standard Operating Procedures (SOPs) and workflow processes where needed, as part of the Guidance Note on POISE.
- Hold training sessions for all fiduciary staff in the field to make them aware of the design of the POISE Program, the FM and Procurement design of the Program, and the GOs applicable to relevant to the Program.
- Plan and coordinate with the internal and external auditors to ensure timely and smooth conduct of periodic internal and annual external audits of the Project in line with the agreed audit terms of references

Reporting and Coordination:

- Prepare the quarterly consolidated interim unaudited financial reports of the TA component of the Project in agreed formats in a timely manner to ensure submission to competent authorities in the State Government and to the World Bank.
- Liaise with auditors to ensure timely project audit of project financial statements.
- Coordinate with all spending units of DoSE for timely submission of their respective budgets, fund requests, expenditure reports, etc.
- Liaise with the World Bank team, other project implementation team members, line departments, institutions, and other stakeholders to establish necessary project coordination and accomplish operational requirements for day-to-day tasks.

- Coordinate with and promptly inform the Project Director/Add. Project Director/ Sr. Finance Officer, DoSE about any financial discrepancies, budget variances, financial analysis on utilization of funds, and any other related financial information.
- Participate in and/or organize relevant seminars, workshops, consultations, etc. as and when required; review the capacity-building requirements of finance and procurement staff on a regular basis.
- Act as a support and reference person for all project-related financial management tasks.
- Any other relevant task assigned by the Project Director from time to time.

4. Reporting and Review:

The Financial Management Expert will report to the Project Director and work under his/her direct supervision on a day-to-day basis.

5. Educational Qualifications and Experience:

This position requires dynamic, experienced, and analytical professionals with demonstrated experience in managing work with programmatic interventions related to improving school education outcomes. The following are the minimum requirements for applying for this position:

Mandatory:

- Chartered Accountant or full-time post-graduate qualification in financial management/ public finance or any other relevant discipline.
- Minimum 10 years of professional experience relevant to the position.

The following qualifications and experiences over and above the mandatory criteria will be provided extra marks:

- 10th grade or beyond qualification in Punjabi.
- Experience of working with the Government/ PSUs/ Organizations.
- Knowledge of Financial Rules, Treasury systems, Accounting, and Audit Systems.
- Knowledge of Tally-based online accounting system.
- Exposure to Integrated Financial Management Systems and Public Financial Management System Software.

6. Skills Required:

- Strong analytical and conceptual skills.
- Outstanding interpersonal skills: the ability to work efficiently and effectively across sectors and teams to ensure the Project outcomes/deliverables.
- Capability to use the internet for any secondary research.
- Excellent computer skills in MS Office: Word, Excel, and PPT.
- Fluency in spoken and written English and Hindi. Punjabi is preferred.

7. Remuneration:

The remuneration for the incumbent would be commensurate with respect to the qualifications and experience. Travel/other expenses if any will be paid as per policy guidelines. The Financial Management Expert will be located at the DoSE office in Mohali, Punjab during the course of the contracted period. The position may require some travel including to district/blocks and local levels within the state of Punjab, as per project requirements.

8. Application Procedure:

For standardisation purposes, candidates will fill in the required information only in the blank MS Word document which will be provided on the website ssapunjab.org. After filling in the required details, the candidate will print the form, sign it, scan it, and convert it into a PDF document. In addition to this, the candidate will share their updated CV. The final document, along with the CV, should be emailed to hr.poise@punjab.gov.in.

No Physical applications will be entertained.

Candidates who meet the above criteria will be shortlisted and invited for a personal interview.