Terms of Reference (ToRs)

Position Title: <u>Project Director (PD)</u>

Project Title: <u>Establishment of Automated Financial Management System for Local Government and Autonomous Bodies in Balochistan</u>

Contract Type: Full-time, Project-Based

Duration: Initially for two year, extendable based on performance and project requirements.

Objectives of the Position

The Project Director will:
- Lead the strategic planning, implementation, and monitoring of the project & ensure timely delivery of project outputs aligned with Government of Balochistan (GoB) guidelines.
- Coordinate with all stakeholders including LGD, Finance Department, IT Department, and relevant Autonomous Bodies.
- Serve as the administrative and financial head of the project team.

3. Key Responsibilities

The PD shall:

- Develop Annual Work Plans (AWPs), budgets, and implementation schedules with clear deliverables and KPIs.
- Oversee the design, development, testing, and maintenance of the AFMS platform in collaboration with IT specialists and vendors.
- Ensure timely and efficient execution of all project components.
- Supervise project staff, ensure capacity building and conduct regular performance reviews based on KPIs.
- Submit timely quarterly, annual, and special reports to the Steering Committee and P&D Department.
- Prepare and submit PC-III and PC-IV reports upon completion of phases or project.
- Build effective coordination with relevant government departments, development partners, IT service providers, Finance Department and regulatory bodies.

- Conduct regular Project Steering Committee (PSC) meetings and present implementation updates and decisions for approvals.
- Maintain full custody of project assets, finances, records, and documentation.
- Ensure compliance with GoB including audit, M&E, and reporting frameworks.
- Address audit objections and ensure timely response to audit findings.
- Exercise administrative, technical, and financial powers delegated under project rules.
- Resolve day-to-day implementation issues independently or escalate them to higher authorities if required.
- Maintain close supervision of field activities and ensure timely decision-making at the site level.

4. Qualifications and Experience

Minimum Education:
- Minimum 16 years of education in **Computer Science / Information Technology / Software Engineering, MBA Finance, Finance Professional** or related field from an HEC-recognized university.
- Preference will be given to candidates holding a **Master's degree** or **professional certifications** in Project Management, Public Financial Management, Public Administration, or related disciplines.

Experience:
- Minimum 15 years of relevant post-qualification experience, preferably in:
  - Project Management of large-scale **IT and Public Sector Automation Projects**
  - Public Financial Management reforms or digitization of financial systems.
  - Government sector procedures, PC-I,II,III,IV & V development, PSDP project execution.
- At least 10 years in a leadership or managerial role.
- Experience in Balochistan or understanding of the provincial/local government environment will be an added advantage.

Technical Skills:
- Strong knowledge of ERP/Financial Management Systems, Database Management, e-Governance solutions.
- Proven expertise in stakeholder engagement, government systems, and digital transformation.
- High proficiency in project planning tools, and financial modeling.

5. Age Limit
- **Minimum:** 40 years

6. Appointment Terms & Benefits
- Appointment on **Project Pay Scale (PPS)** as per GoP's Finance Division guidelines.
- Option to choose between PPS or regular pay + project allowance (for Govt. officers).
- Entitled to official vehicle and POL, subject to deduction as per applicable rules.
- Eligible for TA/DA, annual leave, and other allowances in accordance with project policy.

7. Eligibility Criteria for Civil Servants
- Regular civil servants of GoB or GoP may apply with **NOC** from competent authority.
- If selected through open competition, will be appointed on **deputation basis**.
- Must not hold additional charge or be posted without proper procedure as per TORs.

10. Performance Evaluation
Performance will be reviewed annually based on:
- Achievement of project milestones and KPIs.
- Timely submission of reports and audit compliance.
- Budget utilization and financial discipline.
- Staff performance management and team effectiveness.
- Stakeholder satisfaction and risk mitigation.