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## TERMS OF REFERENCE

### Associate – 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 Associate who will assist Project Management Unit (PMU) and Shared Services Unit (SSU) in office administration, research, management etc.

##### ***Scope of Work***

- i. Ensure proper documentation of project and the interventions under the program.
- ii. Systematically compile researched materials for developing a Resource base including preparing of background briefs and notes;
- iii. Support information campaigns through media and other public forums;
- iv. Maintain a historical record to the activities/achievements
- v. Maintain office record updating hard and soft files
- vi. Perform data entry operations
- vii. Provide day-to-day secretarial and letters/documents' typing support to the Project teams;
- viii. Assist in typing and finalizing project reports and correspondence,
- ix. Draft the meetings/workshops' agenda including preparation of proceedings / minutes
- x. Assist in developing and maintaining the files,
- xi. Assist in the preparation of presentations, work plans and budgets,
- xii. Assist in developing quotations/comparative statements for various office required procurements
- xiii. Oversee collection and presentation of background information for the preparation of progress reports, work plans, and project implementation reports,
- xiv. Ensure proper filing and easy tracking of project documents,
- xv. Assist in establishing the filing system of the project.

##### ***Profile /Qualifications***

- Bachelor's/Master's degree in Management Sciences/ Social Sciences/ Computer Sciences, or a related discipline.
- At least 02 years' overall experience.

- Written and oral fluency in English is required. Proficiency in, Pashto and Urdu shall be accorded due weightage
- Demonstrated Computer Skill (Proficiency in using computer desktop application MS Office (Word, Excel, and Power Point).
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***Reporting***

The Associate will work in PMU & SSU under the guidance of concerned Officers/Specialists to perform the assigned tasks and will report to Supervisor/Coordinator PMU.

**Duration of Assignment**

The contract will be initially for one year extendable up to project life based on satisfactory performance