
TERMS OF REFERENCE

Project Office Manager – 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 a Project Office Manager who will be responsible for overall project office management and administration of the of the PMU under the overall guidance of Coordinator PMU.

Scope of Work

Providing administrative and management support to the Project Management Unit (PMU) and Shared Services Unit (SSU).

- Provide administrative support to the Project Management Unit (PMU) & Shared Services Unit (SSU)
- Ensure the smooth internal operations and resolve the HR issues including hiring, contracts, Results and Competencies Assessment (RCAs) and other ERP administrative issues.
- Assist in Identifying the Equipment needs and assist Procurement Specialist in developing the Annual Procurement plan for PMU & SSU.
- Assist all activities related to travel e.g. preparation of Travel Authorizations (TAs), and make travel arrangements.
- Managing PMU vehicle servicing activities and records.
- Other general administrative tasks like the maintenance of a central petty cash record, maintaining the filing system, the drafting of minutes and support for smooth running of office resources.
- Assist on budget, procurement and finance issues
- Improve the operational systems, processes and policies in support of organizations mission -- specifically, support better management reporting, information flow and management, business process and organizational planning.
- Manage and increase the effectiveness and efficiency of Support Services (HR, IT and Finance), through improvements to each function.
- Coordination and communication between project management and line departments.
- Oversee overall financial management, planning, systems and controls.

- Management of project budget in coordination with the Financial Management Specialist.
- Payroll management, including tabulation of accrued employee benefits.
- Disbursement of checks for Project expenses.
- Organization of fiscal documents for facilitation in internal and external audit.
- Supervise and coach office support staff on a monthly basis.
- To maintain and record keeping of documents related to project activities in accordance with requirement.

Profile /Qualifications

- i. MBA, Master’s Degree in Public Administration, HR or a related discipline (sixteen years of education).
- ii. At least 05 years of experience; after acquiring stipulated qualification, in the field of management, administration at the national level or with the International Organizations / Donor projects.
- iii. Demonstrated ability to apply good judgment in the context of assignments given.
- iv. Written and oral fluency in English is required. Proficiency in, Pashto and Urdu shall be accorded due weightage
- v. Demonstrated Computer Skill (Proficiency in using computer desktop application MS Office (Word, Excel, and Power Point).

Reporting

The Project Office Manager will work in PMU & SSU for the the assigned tasks and will report to Coordinator PMU.

Duration of Assignment

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