

CONSULTANT REQUIRED FOR SHORT TERM CONSULTANCY

Punjab Education Initiatives Management Authority (PEIMA) is an autonomous body of Government of the Punjab with an aim to devise, implement and manage reformatory and dynamic initiatives in the education sector in partnership with the private sector. PEIMA intends to hire services of a Consultant for formulation of Rules & Regulations.

Eligibility Criteria:

Qualification:

Minimum Masters' Degree

Experience:

At least 15 years in any Administrative Department / Public Sector. Preference would be given to those: -

- a) Having at least Seven (7) years' experience in policy formulation pertaining to service matters including recruitments / provision of service structure to employees / framing of rules relating to Financial issues policy matters, and
- b) Having experience of framing Rules & Regulations of same nature.

Contractual Tenure of Consultancy:

Tenure of Consultancy would be six months from the date of signing of agreement. It will stand terminated automatically after six months.

Scope of Work:

Consultant is required to perform:

1. Formulation of Service Rules & Regulations and Financial Rules & Regulations
2. Framing of Rules of Business and Manuals.
3. Framing the terms & conditions of service of the employees of the Authority / Proformas and SOPs in line with PEIMA's Act 2018.
4. Framing of Delegation of Financial Powers Rules.
5. Job Analysis against each position and developing KPI based job descriptions against each position.
6. Microfinance Regulations
7. Organogram for PEIMA.

Instructions:

- Hiring will be made strictly on merit in accordance with the PPRA Rules and eligibility criteria.
- Only shortlisted candidates will be called for interview.
- No TA/DA shall be paid for interview.
- Consultancy fee is negotiable and would be offered as per expertise of the candidate - to be assessed during interview.
- Interested candidates may send their applications through Email at consultant.peima@gmail.com OR by post at 50-Babar Block, New Garden Town, Lahore by 21-03-2022 before closing hours.

X. A. Gannay
07-03-2022

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