REFORM SUPPORT UNIT
SCHOOL EDUCATION& LITERACY DEPARTMENT

OPPORTUNITY FOR CONSULTANCY SERVICES

Reform Support Unit, School Education & Literacy Department in collaboration with UNICEF-Sindh, invites application from qualified & eligible professionals domiciled in Sindh for the following Individual Consultancy under the Technical Assistance (UNICEF Funded Project), Positions are purely on a contractual basis and located at Karachi.

S. No	Consultant Position Termed As	No of Position	Duration	Qualification	Experience
1	Temporary Consultant IT & MIS Officer	01	03 Months Contract basis (extendable on the basis performance and availability of budget)	Bachler in Computer Science	• Minimum of 03 years' experience in areas related to communication, media, public relation. • High level of computer literacy and report writing communication and reports skill. • Excellent interpersonal, communication, reporting skills. • Having sufficient knowledge to use update / latest IT-Software/applications.
2	Temporary Consultant Data Analyst	01	03 Months Contract basis (extendable on the basis performance and availability of budget)	Master's in Computer Science (Preferably IT Data Analyst)	• Minimum 06 years relevant field. • Excellent data analysis skill and handle Computerized integrated database. • Excellent analytical, data management, writing reporting skill • Excellent interpersonal, communication, reporting and IT skills; • 3-5 years working experience on IT Program Language i.e. python's libraries and tools

Important Note:

a) Interested candidates should send their updated resume along with all the relevant academic and professional documents on before 10-04-2023 at given postal and/or email address.

b) Preference given female candidate.

c) In case Resumes are sent through email, candidates should email academic and professional documents through a scan PDF version.

d) Reform Support Unit, School Education & Literacy Department reserves the right to cancel any of the positions at any stage without assigning any reason.

Reform Support Unit
SESP&R/ RWP 2023-24
47-E/1, 48th Street, PECHS Block # 06, Karachi Ph:
021-34320241-5
Email: hr-rwp@rsu-sindh.gov.pk

Detailed Terms & Conditions and Deliverable as under.

Position : **Temporary Consultant IT & MIS Officer**
• Follow-up with IM-SESP Focal Persons to rigorously update IM-SESP Dashboard Enrollment and Retention Dashboard.
• Provide technical support to update IM-SESP and related dashboard based on the School Education Sector Plan & Roadmap 20219-24 for Sindh.
• Assist in generating related reports from IM-SESP and support in conduct of quality reviews with the Focal Persons (FPs) of related SELD wings along with organizing related orientation/training session for FPs.
• Organize monthly meetings with Focal Persons (including SELD and external key partners) to obtain and updated IM-SESP
• Support to develop related materials, user guides and provide training to officials at provincial and districts level on effective use of all software.
• Assist in developing RSU's social media website pages and update RSU-SELD Web as per the advice of management of RSU.
• Coordinate and work further with Third party firm for upgrading IM-SESP and support in roll out of activities related to integrated dashboard/ database.
• Provide support related to SELD /UNICEF Digital Learning Initiatives.
• Provide related support in troubleshooting of day to day issues related to IT (hardware and software)
• Update office record accordingly.
• Organize bi-weekly meetings with UNICEF on IM-SESPs, Dashboard on Enrollment & Retention Drive.
• Extract analysis of IM-SESP and share with LEG Members through WhatsApp through SPM SESP&R/RWP.
Position : **Temporary Consultant Data Analyst**
• Follow-up with IM-SESP Focal Persons to rigorously update IM-SESP Dashboard Enrollment and Retention Dashboard.
• Provide technical support to update IM-SESP and related dashboard based on the School Education Sector Plan & Roadmap 20219-24 for Sindh.
• Provide support to the new and existing the training modules and provide feedback.
• Technical support for strengthening SEMIS, M&E, HRMIS, School Clustering system along with continuity of the data literacy component.
• Coordination with SE&LD relevant officials to identify needs for technical support.
• Monitoring visits to the districts and meetings with district officials to assess their needs.

- Prepare need base Capacity building session plan for ED official with approval of SPM RWP and CPM-RSU.
- Prepare / review module on data analysis and decision making.
- Technical support for supporting the newly launched SEMIS system to rollout at District and School Level.
- Technical training to district, Taluka and School level users for operating SEMIS systems.
- Prepare / review integrated information systems management handbook including usage plan along with SOPs and rules of business.
- Provide IT support for the event Launching and others as per requirement.
- Prepare Training Modules for SELD staff with the development of MIS to integrate Training and Capacity building component of SELD staff in Integrated EMIS.
- Provide technical support to generate reports using I-EMIS.
- Provide technical support to add school clustering information on I-EMIS.
- Extract analysis of IM-SESP dashboard and share with LEG Members and prepared analysis reports against SESP&R through SPM SESP&R/RWP and CPM-RSU.
- System Analyze, Develop and maintain newly dashboard from scratch.
- Collecting and cleaning data: Gathering data from various sources and ensuring the data is accurate and consistent.
- Analyzing and interpreting data: Analyzing data using statistical methods to identify trends and patterns and interpreting the results to provide actionable insights.
- Creating visualizations and reports: Creating visualizations such as charts, graphs, and dashboards to help communicate findings to stakeholders.
- Collaborating with stakeholders: Working with various teams such as marketing, sales, and product development to understand their data needs and provide data-driven insights to support decision-making.
- Maintaining databases and systems: Ensuring that data is stored securely and in compliance with relevant regulations and maintaining data systems and databases.

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JOB APPLICATION FORM		Two Photos
Name		
Father's Name		
Date of Birth		
CNIC		
Domicile (District)		

Contact No.		**Other Contact #**		
Postal Address				
Permanent Address				
E-Mail Address				
Already in Govt. Service	Yes	No	If "Yes" then attach Departmental Permission Letter	
Disability	Yes	No	If "Yes" then attach the Certificate	
Hafiz-e-Quran	Yes	No	If "Yes" then attach the Certificate	
Religion				
Gender				
Marital Status	Single		Married	
Position in Board/ University (1st, 2nd, or 3rd)	Yes	No	If "Yes" then attach the Certificate	

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ACADEMIC / PROFESSIONAL QUALIFICATION INFORMATION								
Certificate / Degree Level	Name of the Degree	Month and Year of Passing	Obtained Marks / CGPA	Total Marks / CGPA	Division (1st, 2nd, or 3rd)	Percentage %	Grade	Board / University / Institute
Matric (10 Years)								
Intermediate (12 Years)								
Bachelor (14 Years)								
Bachelor (Hons.)/ Master (16 Years)								
MS/ M.Phil. (18 years)								
Diploma/ Certificate								
Any Other Academic or Professional Achievement								

NOTE: ONLY COMPLETE DEGREES MAY BE MENTIONED HERE

	EMPLOYMENT RECORD / EXPERIENCE				
Sr. #	**Position Held**	**Employer/ Organization**	**Start Date**	**End Date**	**Total Months Worked**
1					

Job Description (In Detail):

Sr. #	**Position Held**	**Employer/ Organization**	**Start Date**	**End Date**	**Total Months Worked**
2					

Job Description (In Detail):

Total Job Experience as of closing date of application:

Years		**Months**		**Days**	

NOTE:
1. **MENTION CURRENT JOB ON SR. # 1**
2. **IN CASE OF MORE THAN TWO EMPLOYMENT RECORDS, PLEASE ADD ADDITIONAL PAGES.**

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PLEASE ENSURE THAT AS PER THE CHECKLIST FOLLOWING ATTESTED DOCUMENTS ARE ATTACHED

Sr. No.	Documents	Check List
1	Application form	
2	CV/Resume	
3	Copy of CNIC	
4	Copy of Matriculation Certificate	
5	Copy of Intermediate Certificate/Degree	
6	Copy of Graduation Degree	
7	Copy of Master's Degree	
8	Copy of M.Phil. / M.S / Professional Degree / P.H.D	
9	Copy of Certificate of Domicile	
10	Copy of Certificate of PRC (Form-D)	
11	Two Passport Size Pictures	
12	NOC in case of Already in Govt. Service	
`13	Certificate in the case of Hafiz-e-Quran	
14	Certificate in case of Disability	
15	Certificate in case of Position in Board or University	
16	Verifiable Experience Letters with Dates, employer's contact no, and address	
17	Any other document (Higher Qualification / Diploma / Training and Certificate) etc.	

Declaration

To the best of my knowledge, I declare that the information given is true and correct. I understand that inaccurate, misleading, or untrue statements or knowingly withheld information may result in termination of employment with this organization. I understand that this application does not constitute an offer of employment.

Date:_____   Signature:-_____