

Job Descriptions, Qualification and Experience, ADU

1. CHIEF TECHNICAL ADVISOR

Job Description

- Chief Technical Advisor will be overall operational incharge of the Agriculture Delivery Unit (ADU) and will report to Head of ADU
- After its establishment and operationalization, Chief Technical Advisor will manage and supervise the day to day operations of ADU, its HR and other resources
- Undertake a series of evidence based research assignments related to agricultural policy in Punjab under the guidance and supervision of Secretary Department of Agriculture
- Facilitate undertaking informed strategic decisions, policy and institutional reforms by Department of Agriculture, backed by strong qualitative and quantitative analysis
- Identify major policy challenges, in consultation with Secretary Agriculture, being faced by DoA for sector development and help prioritize areas that require improvement in their effectiveness and efficiency. In turn, identify the need of undertaking evidence based in-house or external research for developing policy recommendations for improving respective rules, regulations by-laws and pertaining standards, procedures and SOPs.
- Provide structured technical inputs to DOA for identified areas of policy and institutional reforms, by preparing reports, power point presentations, analysis, etc., by undertaking the following tasks:
 - Gathering data on various aspects through primary and secondary research that can be used for quality strategic decisions.
 - Conducting diagnostic studies that can help evaluate the current state of affairs and evaluating the effectiveness of current policy and its implementation mechanism and available institutional support
 - Completing gap analysis with respect to policy, capacity issues of HR, inadequate physical resources, policy alignment with overall development agenda of province, economic, social and cultural bottlenecks, etc.
 - Evaluating the demographic, social, cultural and technological changes, and associated drivers to understand the future trends of agriculture sector. Such information will be useful for medium and long term strategic thinking.
- Provide research support to the Secretary Agriculture for rolling-out reforms including a mapping exercise to identify key stakeholders who will be impacted by reforms and the strategy to get their buy-in.
- Provide technical and research support to Secretary Agriculture on elements of the draft proposals to be submitted to provincial and federal policy makers that need policy inputs.
- Provide technical inputs to develop PC-1 for funding for development projects and drafting relevant sections as well.
- Provide technical inputs to other development matters, related to DOA interaction with Planning & Development Department, Federal Ministry of Agriculture and Food, and other public and private organizations / stakeholders.
- Undertake a quick functional analysis of DOA to understand the various functions of DOA. Moreover, the Head of ADU will try to get quick snapshot of organizational structure and functions of each section of DOA in order to develop the foundation of his / her subsequent analysis and recommendations on various projects and assignments.
- Effectively coordinate the inputs of experts engaged for technical assistance to DOA and other technical staff of the department to translate into policy proposals.
- Strengthen the capacity of staff of DOA. The Head of ADU may be required to conduct short training sessions on various aspects of policy and institutional reforms and their effective implementation.
- Participate in the meetings and to liaise with public and private stakeholders and experts, as per advice of Secretary. Moreover, the Head of ADU will coordinate, arrange and participate in meetings between DOA relevant directorates, governmental stakeholders, elected representatives and experts.

Qualification and Eligibility

- Advanced university degree in a related field, preferably in economics, public policy, or development studies.
- At least 10 years of professional experience of governance of public sector organizations or reform related projects, or teaching public policy, or as a consultant for developing policy papers / strategy papers / conducting policy research.

- Experience of working in government or on various committees / boards / task force constituted to develop the vision / strategy / reforms / restructuring / transformation of sectors or ministries are preferred.
- Good understanding of agriculture sector of Pakistan and of other countries.
- Strong analytical and writing skills, and experience of presenting complex technical information in a comprehensible way for non-specialist readers.
- He / she must be well versed with the vision, policy and strategy documents, so far been developed by governmental or development agencies for policy and institutional reforms in Pakistan / Punjab.
- Good communication skills and fluency in English and Urdu.
- Previous work experience in similar role in agriculture sector in Pakistan or abroad will be an advantage

2. PROCUREMENT ADVISOR

Job Description

- Provide technical support in procurement of good and services to DoA and serve as the focal person of for all procurement matters referred to ADU by other directorates of DoA
- Supports DoA's procurement planning, preparation of bidding documents, evaluation of bids and implementation of ongoing and future ADP Projects.
- Provision of researched information for formulation and implementation of contract strategy and strategic procurement in the ADU including tendering processes and evaluation, managing the contract and contractor, legal considerations and payment conditions, sourcing strategy, supplier selection and evaluation, quality management, e-procurement introduction.
- Prepare contracts and provide overall guidance to all implementing agencies with DoA in compliance with PPRA and other applicable guidelines, rules and regulations.
- Assist M&E Specialist and other relevant persons in monitoring of projects and procurement activities.
- Develops annual procurement plans of various directorates of DoA under the guidance of Head of ADU and relevant DGs.
- Elaboration of proposals and implementation of cost saving and reduction strategies in consultation with Head of ADU and other senior officials.
- Under the guidance of Head of ADU and in close coordination with ICT Specialist, develop and implement Procurement Management Information System to automate DoA's procurement processes.

Qualification and Eligibility

- Have a master's degree MBA/MPA or equivalent
- Have at least 10 years of procurement related working experience
- Sound technical knowledge of best procurement practices and government systems and procedures, particularly PPRA Rules, Procedures and Guidelines, procurement cycle and logistic and supply chain management.
- Experience in supporting change management or procurement of services.
- Knowledge of donor supported project management procedures is an advantage.
- Strong management and team building skills, ability to work under pressure, excellent interpersonal skills and ability to work effectively with a range of stakeholders.
- Excellent proficiency in English and Urdu (oral and written)
- Proficient in using ICT tools such as Microsoft Office, MS Project etc are required.
- Previous work experience in similar role in agriculture sector in Pakistan or abroad will be an advantage

3. MONITORING & EVALUATION ADVISOR

Job Description

- Design monitoring and evaluation system containing the indicators, sources of information, baseline and data collection schedule with responsibility of collection, analysis and dissemination
- Devising guidelines and making improvements in the overall reporting, monitoring and evaluation regime
- Developing an ICT-based reporting interface for managing and analyzing data reported by monitors, Field, Extension, Crop Reporting or any other source as deemed appropriate by DoA
- Timely dissemination of processed data and outcomes of the review meetings to DoA for effective performance management
- Reviewing quality of reported data, through validation and triangulation
- Managing any third party agency required as per the M&E framework
- Organize reviews of performance of contractors as per the contracts
- Provide information support to different stakeholders in managing requests for new information
- Developing and managing an interface for reporting and monitoring data of districts and various administrative units of DoA for shared and easy access
- Manage flows of data and information
- Promote best-practice, lessons learned and sharing & exchange of innovative solutions
- Any other function assigned by the Secretary Agriculture

Qualification and Eligibility

- Master Degree in Project Management/Research Methods/M&E/MBA, or other relevant administrative Sciences from a well reputed HEC recognized national or international University/Institute/College.
- Minimum 10 years of verifiable work experience, with progressively increasing level of responsibility in public or private sector at monitoring and evaluation positions
- Proven record and expertise in rigorous quantitative and qualitative research and implementation of analytical methods
- Demonstrated hands-on practical experience of setting up and managing dashboard monitoring system preferably in the cash disbursement environment
- Proficiency in the use of ICTs and job specific applications
- Previous work experience in similar role in agriculture sector in Pakistan or abroad will be an advantage

4. FINANCIAL ADVISOR

Job Description

- Develop strategies for improvement in financial services management and planning of various programs and schemes in close collaboration with the senior officials and various Wings of Agriculture Department.
- Conduct financial analysis on schemes and programs of Agriculture Department, especially those being implemented by the private sector service providers, ensuring that maximum benefit is being extended to the farmers at least cost to the Government.
- Assesses risks and internal controls by identifying areas of non-compliance; develop and evaluate manuals and financial processes; identifying process weaknesses and inefficiencies and operational issues
- Provide technical guidance on access to finance and insurance promotion related issues and work with stakeholders to identify gaps and advise solutions for finance options that are accessible, appropriate and affordable.
- Establish strong relationships and work closely with credit, banking and insurance institutions to develop financial products and services appropriate to targeted agriculture segments.
- Collaborate with financial institutions on access to finance, capacity building initiatives, products and service improvisation to ensure products are designed to facilitate agriculture financing by improving ability to prepare, access and manage credit/finance.
- Supports external auditors by coordinating information requirements.
- Provides financial control information by collecting, analyzing, and summarizing data and trends.
- Carryout any additional task assigned by Secretary, Agriculture and/or Chief Technical Advisor, Agriculture Delivery Unit.

Qualification and Eligibility

- Qualified Accountant/Banker/Economist (CA, ACCA, Equivalent), Bachelor's or Master's Degree in financial services/Financial Services Management, Business, Accounting & Finance, or Commerce from local/international educational institution
- Minimum 06 years of experience working in the banking/insurance/ financial industry with local or international firms, federal/provincial public sector or private sector organizations
- Well-developed written and oral communication skills in English

5. CLIMATE CHANGE ADVISOR

Job Description

- Develop strategies for mitigation and adoption of climate change in context of agriculture sector and agriculture value chain with a robust framework to act as basis for climate change action.
- Develop a financing structure for implementation of adaptation, and align donor support behind Agriculture Department's priorities, engage in planning processes to ensure that climate resilience and low carbon growth issues are well integrated.
- Conceptualize and provide guidance and technical backstopping in the implementation of projects and programs to the Wing of Agriculture Department, ensuring their readiness by capacity building in climate smart programming.
- Coordinate with the internal and external stakeholders in policy formation and advocacy through building awareness on climate change implication and mitigation strategies.
- Support the Department to attract international financing for climate change adaptation, resilience and mitigation measures particular to agriculture sector and agriculture value chain.
- Provide effective technical support to project teams on roll out recognized and approved models on environment and climate change (e.g. Farmer Managed Natural Regeneration, Climate Smart Agriculture, Conservation Agriculture with Trees etc.).
- Provide guidance and assistance in monitoring and evaluation and documentation of climate change results.
- Represent Agriculture Department in climate change related discussion at different forums.
- Carryout any additional task assigned by Secretary, Agriculture and/or Chief Technical Advisor, Agriculture Delivery Unit.

Qualification and Eligibility

- Bachelors/ Master's degree Environmental Sciences, Sustainable Development or relevant field.
- More than 06 years of experience after post-graduation in relevant field.
- Excellent knowledge in a range of climate change thematic areas (adaptation, mitigation, technology transfer, and financing).
- Excellent Urdu and English writing skill.

6. INFORMATION TECHNOLOGY ADVISOR

- Conduct analysis of ICT needs and requirements of DoA provide innovative recommendations in line with international best practices of ICT models, e-governance, e-agriculture and sustainability of resources
- Develop a fair idea of current ICT regime in Punjab Agriculture Department, emerging concepts of e-agriculture in comparable countries, and various models, piloted by public & private sector agencies in Pakistan.
- Identify and prioritize major challenges in sector development, service delivery, and operational management, in consultation with Head of Delivery Unit, that could be addressed by introducing the ICT based innovative approaches to implement robust strategies and interventions to transform agriculture sector.
- Undertake a quick functional analysis of DOA to understand the various functions of DOA. Moreover, the ICT Specialist will get quick snapshot of systems / processes of each wing of DOA in order to scan the scope of ICT based applications.
- With the clear understanding of the innovative ICT-based approaches for agriculture sector, identify and quantify the scope of ICT projects in current operational management and service delivery areas to improve productivity, efficiency, transparency and effectiveness. Technology use to transform the existing agriculture practices by providing continuous advisory services, weather forecast, pest and disease prevalence, market rates information, etc., through mobile phone and website could be some potential areas.
- Work on developing ICT based models / applications that can help collect crop data in real time and to estimate the total individual crops production in Punjab, to preempt shortage or glut in market, by taking necessary steps.
- Provide structured technical inputs to DOA for identified areas to introduce ICT based projects, by preparing feasibility, technology options analysis, process flow, technology specifications, cost implication, etc.
- Develop TORs and tender documents / PC1 for hiring the services of IT companies, if DOA decides to develop any software / application / database.
- If required, provide project management support to DOA to coordinate / monitor the ICT service providers, to ensure the quality and specifications.
- As per need basis, provide technical inputs to all matters having ICT angle, that come in discussion with Planning & Development Department, Federal Ministry of Agriculture and Food, and other public and private organizations / stakeholders. He /she will provide strong technical support and guidance to other teams working in / with DOA. The specific details shall be set forth by Head of ADU, as per need.
- Provide written comments on ICT related proposals, emanating from Punjab Information Technology Board (PITB), Marketing Information Wing of DOA, Crop Reporting, etc.
- Participate in the meetings and to liaise with public and private stakeholders and experts on various aspects of agriculture sector, as per advice of Head of ADU. Moreover, the ICT Specialist will coordinate, arrange and participate in meetings between DOA relevant directorates, governmental stakeholders, elected representatives and experts, as and when required.

Qualification and Eligibility

- Bachelor's or Master's degree in Computer System, Computer Engineering, Information Systems, Software Development or related field. Master's degree in management, project management or PMP certification will be an added advantage.
- A minimum of ten years of relevant work experience in the public or private sector, working with multiple ICT projects.
- Hands on experience and familiarity with ICT-based innovative concepts for agriculture sector. Well versed with the various ICT based development model / approaches used in agriculture sector of Pakistan or abroad.
- Good working knowledge about application of ICTs for rural areas and development, commonly known as "ICT4D".
- Vastly experienced in writing requirements and functional design specification documents.
- Knowledge of mobile applications and telecommunication related communication methods.
- Deep understanding and exposure to coding on various platforms including Microsoft, Oracle etc.
- Strong technical skills in databases and GIS applications
- Good communication skills and fluency in English and Urdu.

- Previous work experience in similar role in agriculture sector in Pakistan or abroad will be an advantage.

7. ASSISTANT

- Graduation from a recognized University.
- Must have more than 05 years of experience of working in Accounts/Admn Section of the department
- Must be proficient in using MS Office (especially MS Word and MS Excel)
- Proficient in dealing account matters (annual budget estimation, excess and surrender, re-appropriation, expenditure statements, bills of salary, TA, Contingency, arrears, maintenance of cash book, contingent register and stock register, maintenance of store items, submission of bills to Accounts Office and follow-up, etc.)
- Must be aware of admn related issues.

APPLICATION FORM

Sr #	Contents	Description			
1.	Program	Establishment of Agriculture Delivery Unit			
2.	Post Applying For				
3.	Name				
4.	S/D/W of				
5.	Age				
6.	CNIC No.				
7.	Current Posting with Department				
8.	Current Pay Scale				
9.	Cadre / Service				
10.	Residential Address				
11.	Office Phone No.				
12.	Cell No.				
13.	Specialty				
14.	Total Years of Experience				
15.	Employment History (Please attach)				
16.	NOC (Please attach)				
17.	One page CV				
18.	Academic Divisions	Matric	Intermediate	Graduation	Masters
		1 st /2 nd /3 rd			