PRIVATE SECONDARY EDUCATION AUTHORITY

SCHEME OF SERVICE

POST : PROJECT COORDINATING OFFICER

SALARY : Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700

QUALIFICATIONS : A. A Degree in Management from a recognised institution or an equivalent qualification acceptable to the Board.

B. Candidates should be computer literate.

Candidates should produce written evidence of knowledge claimed.

ROLE & RESPONSIBILITIES : To be responsible to the Director for all aspects relating to project implementation in Private Secondary Schools and report on all projects and matters relating thereto.

DUTIES : 1. To be responsible for the effective overall implementation, management and coordination of educational and other projects.

2. To be the focal point between Managers / Rectors of Private Secondary Schools, PSEA and other appropriate organisations regarding project implementation.

3. To advise Managers / Rectors of Private Secondary Schools on all aspects regarding projects and provide information as necessary.

4. To work with respective Ministries / Departments for implementation of national and sector-specific policies, strategies, practices and other reports / documents.

5. To report on bottlenecks and constraints in implementation of projects / programmes and recommend remedial actions.

6. To prepare and submit reports, projects and write ups, as and when required.

7. To attend and participate in meetings, as and when required.

8. To compile, keep up to date and provide statistical data relating to projects and their implementation.

9. To undertake qualitative surveys icw projects in Private Secondary Schools.

10. To hold training sessions to ensure effective project implementation in Private Secondary Schools.

11. To initiate, formulate and implement projects in Private Secondary Schools.

12. To monitor the performance of schools.

13. To use ICT in the performance of his duties.

14. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Project Coordinating Officer in the roles ascribed to him.