



MINISTRY OF EDUCATION & HIGHER EDUCATION

PROJECTS COORDINATION UNIT

VACANCY ANNOUNCEMENT

CONSULTANTS SERVICES – 02/2019

The Ministry of Education & Higher Education (MOEHE) has received grants from the World Bank, International Development Association (IDA) towards the cost of the Teacher Education Improvement Project/ Additional Financing and the Education to Work Transition project/ Additional Financing. The TEIP-AF project's main aim is to assist the MOEHE implement the Teacher Education Strategy (TES) which was launched by the Ministry in 2008. The E2WTP-AF aims at improving the policy making environment for tertiary education management, governance and quality assurance and increase internal and external efficiency of tertiary education institutions as a first step towards achieving sustainability.

MoEHE intends to apply part of the proceeds for the following individual consultant service:

Position: Assistant Director of Project Coordination Unit (PCU)

Main Tasks, Responsibilities & Scope of Work: The PCU Assistant Director will be helping and handing over from the PCU Director all aspects of the execution of the Project and will be reporting to the Minister of Education & Higher Education. His/her specific responsibilities are the following:

- Ensuring adherence to the provisions of the Development Grant Agreement;
- Supervising and directing all PCU and QIF staff in the performance of their respective duties;
- Monitoring and evaluating project activities and ensuring their coordination and integration with the relevant ministries, authorities, donors and IDA;
- Preparing an annual work plan and budget based on inputs from implementing for each project;
- Preparing quarterly project progress reports;
- Ensuring maintenance of Projects accounts and timely preparation of interim evaluations and financial statements;
- Consolidating an Annual Report after the end of the fiscal year, summarizing the major outputs of each project;
- Assisting in the selection of consultants and specialists, the approval of their terms of reference and administration of their agreements;
- Reviewing and approving or arranging for the review and approval by the appropriate authorities, of all reports, plans, specifications and other material related to each project;
- Making necessary arrangements for the calling of bids, evaluations and awarding of contracts relating to each Project;
- Organizing and administering, in consultation with appropriate authorities of any technical assistance, training or fellowship programs included in each Project;
- Providing technical assistance to tertiary education institutions on fiduciary aspects and other related matters of QIF grants implementation.



- Assisting the main entities in the project in the selection of consultants and specialists, the approval of their terms of reference and administration of their agreements/contracts;
- Reviewing and approving or arranging for the review and approval by the appropriate authorities, of all reports, plans, specifications and other material related to each project;
- Making necessary arrangements for the calling of bids, evaluations and awarding of contracts relating to the Project and obtaining the bank's no objections whenever needed as per the signed agreement;

Essential Required Qualifications, Skills, knowledge and Competencies

- At least Masters Degree in Administration or Planning of Education, Management, Sciences, Engineering or any other related field.
- At least 8 years of experience in managing large scale projects, with multi donor financing.
- Knowledge of WB fiduciary procedures- procurement and financial management is a preference
- Has self initiative, is dynamic in establishing relationships and constant site visits to TEIs, hardworking, and capable of working well in teams, and managing teams.

Time Frame

The contract will be for 7 months, five days per week, seven hours per day

Interested consultants may refer to the detailed Terms of Reference from www.palpcu.ps. Applications includes (Cover letter, CV describing similar assignments, experience in similar conditions, availability of appropriate skills, etc.) must be delivered by email addressed below no later than **February 14th, 2019**.

Project Coordination Unit -PCU
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Dr. Sabri Saidam

Minister of Education and Higher Education