



Dated Quetta, the 17<sup>th</sup> April, 2023

**NOTIFICATION**

No. PPIU/8-70/(A&F)/2023/ 2407-14 / The Secretary, Government of Balochistan, School Education Department, is pleased to notify the “Job Descriptions” of the Officers / Officials of the District Education Offices with immediate effect.

**1. District Education Officer (BPS-19)**

**a). General Administration**

- i. Implement all the policies related to School Education and get regular follow up of the implementation of policies
- ii. Ensure participation in DEOs' Conference convened by the Director of Education (Schools) Balochistan with complete preparations
- iii. Ensure active participation as Secretary in District Education Group (DEG) meetings
- iv. Convene meetings of District Education Authority (DEA) and ensure participation of each and every member
- v. Ensure that all the timelines set for achievement of the targets (Annual Enrolment Campaign, Annual School Census, Updated Vacancy Statement, etc.)
- vi. Hold meetings with District Officer Education (Male/Female) at least fortnightly to discuss and be appraised of any problems in the District
- vii. Ensure strict compliance of all the legal and mandatory requirements pertaining to School Education
- viii. Provide and explain written job descriptions (JDs) to all the subordinate staff in the District Education Office
- ix. Setup and maintain biometric systems in all his subordinate offices
- x. Receive all correspondence and mark them to relevant Branch of the District Education Office and maintain record of such correspondence
- xi. Perform special assignments / duties especially assigned by the Higher Authorities
- xii. Countersign the School Leaving Certificates of Private School's students
- xiii. Timely initiation of Performance Evaluation Reports (PERs) / Annual Confidential Reports (ACRs) of the Officers / Officials of the subordinate Staff / Offices / Schools and countersign the PERs/ ACRs of the Deputy District Officer Education (DDOE) (Male/Female) / Senior Head Master / Mistress
- xiv. Prepare / forward cases of promotion of teaching and non-teaching staff through proper channel

**b). Leadership Role**

- i. Offer leadership in all matters pertaining to school education throughout the District
- ii. Act as the focal point for educational matters pertaining to schools functioning in the District
- iii. Provide oversight of the operations and delivery of education in Schools in the District
- iv. Establish and maintain effective coordination and relationships with subordinate staff at the District Education Office, District Officer Education Offices, Deputy District Officer Education Offices and Cluster Heads
- v. Develop and maintain a culture of trust in the District Education Office

### c). Academic Role

- i. Regularly conduct surveys to assess the academic needs of students, teachers and learning coordinators and make plans to meet the needs that have been identified
- ii. Monitor school programs with special reference to learning outcomes of students
- iii. Pay visit to each School in the District at least once a year to assess the quality of teaching-learning process in the Schools and to encourage student-centered learning practices
- iv. Ask for monthly work plans from District Office Education (Male/Female) and Deputy District Officer Education (Male/Female) and monitor implementation of those plans through both scheduled and unscheduled visits
- v. Ensure appropriate use and maintenance of materials, equipment and facilities in each School
- vi. Establish a close coordination with Bureau of Curriculum & Extension Center (BoC & EC), Balochistan Text Book Board (BTBB) and Balochistan Assessment & Examination Commission (BAEC) for provision of feedback received from teachers and students on curriculum, textbooks and assessment
- vii. Ensure that Learning Coordinators (LCs) and teachers are properly trained to teach in multigrade situations
- viii. Ensure that teachers properly use the educational materials provided to them
- ix. Ensure that teaching methodology / pedagogy (how to teach) and content knowledge (what to teach) are given due emphasis in the teacher trainings
- x. Work closely with Directorate of Education (Schools) Balochistan by ensuring that each and every student throughout the District receive free textbooks on time
- xi. Ensure that Schools promote the use of Information and Communication Technologies (ICT) as pedagogical tools in the explanation / demonstration of abstract concepts and its application in everyday life
- xii. Ensure that Schools promote 21<sup>st</sup> Century Skills, such as, Creativity, Critical Thinking, Collaboration and Communication

### d). Planning & Development

- i. Select / identify school construction site based on BEMIS data and established criteria
- ii. Monitor school construction and maintenance work with representative of Communication, Works, Physical Planning & Housing Department (CWPP&HD) and make proper arrangement of taking over the completed schemes / schools
- iii. Obtain written agreements from parents and community members to maintain school buildings and facilities. Such agreements may be mentioned in the minutes of the meetings duly signed by the District Education Officer and community representatives
- iv. Prepare annual development plans by using BEMIS data in determining the needs for new schools / upgradation of schools / provision of missing facilities
- v. Conduct regular meetings with DOE (Male/Female) and DDOE (Male/Female) to discuss development works and their regular monitoring / supervision, as well as to discuss issues and problems
- vi. Ensure proper record of development works in the district
- vii. Use DEG forum to present the progress implementation of development works undertaken through PSDP / development partners

### e). Financial Management

- i. Prepare Schedule of New Expenditure (SNE) for the District Education Office and all subordinate Offices / Schools on timely basis, as well as on the prescribed format in accordance with Annual Budget Call
- ii. Timely and regular follow up regarding release of allocated budget with Directorate of Education (Schools) Balochistan and District Accounts Office

- iii. Maintain accounts and other mandatory subsidiary accounting records of the District Education Office
- iv. Prepare working papers relating to Draft Paras pertaining to District Education Office, Subordinate Offices/Schools and their presentation before the Departmental Accounts Committee (DAC) for settlements
- v. Scrutinize Working Papers relating to Audit Paras and Advance Paras and put up before the Departmental Accounts Committee (DAC) for consideration / settlement
- vi. Make necessary arrangements and facilitations of Audit of all Accounts
- vii. Sanction and countersign TA / DA Bills of the subordinate staff of the District Education Office
- viii. Prepare merit list of District Toppers in Secondary School Certificate (SSC) and Higher Secondary School Certificate (HSSC) for award of Scholarship

#### **f). Procurement**

- i. Prepare Annual Procurement Plan (APP) as per Balochistan Public Procurement Rules, 2014 and timely upload of the Plan on BPPRA Website
- ii. Oversee procurement in line with the Balochistan Public Finance Management Act, 2019
- iii. Align annual procurement plans with allocated budget for procurement on timely basis
- iv. Develop annual procurement plans based on needs assessment while keeping in view the allocated budget in the Financial Year
- v. Ensure that the required administrative approval is obtained from the competent authority prior to making any type of procurement
- vi. Ensure that all the relevant clauses and provisions of Balochistan Public Procurement Rules, 2014 are fully observed / followed during the procurement process
- vii. Ensure that all the procurement record is maintained for a period of five (05) years
- viii. Ensure that proper inspection of goods or assets procured is done on regular basis and Dead Stock Registers are properly maintained
- ix. Ensure that periodic physical inspection of stock is made on regular basis to deter leakages, misappropriation, theft, damages or misuse of resources by any unauthorized person

#### **g). Court Cases**

- i. Properly and professionally handle litigations and court cases pertaining to District Education Office
- ii. Closely coordinate with Judicial Section of the Directorate of Education (Schools) Balochistan to properly and professional handle litigations and court cases to avoid any unwarranted situations in the Hon'ble Courts
- iii. Prepare and present updated status of the court cases to Divisional Director of Education (Schools) and Director of Education (Schools) Balochistan on monthly, quarterly and annual basis
- iv. Attend court cases in person, wherever and whenever required, and present the cases before the Court of Law in a logical and professional manner along with complete evidence in all respects
- v. Properly prepare documentations to defend litigation cases from lower courts to superior courts in service appeals and provide guidance to the lower formation in preparation of para-wise comments

#### **h). Supervision & Monitoring**

- i. Verify data duly collected and collated by BEMIS Staff bi-annually
- ii. Provide correct data to BEMIS if any discrepancies are found while verifying the data
- iii. Pay regular (planned & surprised) monitoring visits to subordinates Offices and Schools to observe and check the quality of services being offered
- iv. Observe staffroom culture and teaching-learning process in the classrooms to witness first-hand the quality of education offered in Schools and offer practical suggestions/guidance to the Schools as to how the overall learning environment, as well as teaching-learning process can be improved

- v. Conduct performance and financial audits of DOEs, DDOEs and Cluster Heads on regular basis and take necessary / appropriate disciplinary actions against the delinquent officers / officials as per BEEDA, 2011
- vi. Ensure the presence of DOEs (Male/Female), DDOEs (Male/Female) and Cluster Heads in their place of postings and take necessary / appropriate disciplinary actions against chronic absentees

### **i). Co-Curricular Activities**

- i. Organize annual co-curricular events for the students at District and Tehsil Headquarters to induce the spirit of healthy competition and sportsmanship
- ii. Supervise and inspect co-curricular events to ensure that they are carried out as per approved plan
- iii. Ensure that appropriate budget is allocated for co-curricular activities
- iv. Ensure that the following co-curricular activities are carried out:
  - o Debate, Speech, Qirat, Naat Khawani, Milli Naghma, Drama Competitions
  - o Scout & Girls Guide Activities
  - o Sports Events

### **j). Quality Assurance**

- i. Ensure effective implementation of educational policies and other applicable rules and regulations
- ii. Prepare and implement textbook distribution plans, so that all students studying in Government Schools receive textbooks on time in the District
- iii. Ensure quality of education imparted in Government Schools by maintaining appropriate / prescribed student-teacher ratio and foster good practices in Schools across the District
- iv. Take necessary and essential measures to ensure safe and caring environment in Schools critical for achievement of better learning outcomes

### **k). Coordination**

- i. Establish strong coordination with Directorate of Education (Schools) Balochistan, Divisional Directorate of Education (Schools), School Education Department, PPIU, BOC & EC, BTBB, BAEC, BBISE and PITE critical for ensuring better educational outcomes
- ii. Provide feedback to BoC & EC and BTBB through proper channel for ensuring quality textbooks in Schools
- iii. Provide feedback to BBISE and BAEC through proper channels as to how the learning outcomes of students can be improved based on student assessment and examination results
- iv. Establish strong coordination with development / implementing partners for smooth and effective implementation of foreign funded projects in the District
- v. Use of electronic mode of communication, such as, email, for correspondence with Divisional Directorate of Education (Schools), Directorate of Education (Schools) Balochistan, Secretariat and Subordinate Offices to ensure effective and efficient coordination
- vi. Prepare replies / responses to Senate / National / Provincial Assemblies Questions and consolidate replies received from the Subordinate Offices and submit them to Divisional Directorate of Education (Schools) for onward submission to the Secretariat in a consolidated form

## **2. District Officer Education (Male) (BPS-19)**

### **a) General Administration**

- i. Implement all the policies related to School Education and get regular follow up of the implementation of policies
- ii. Ensure active participation as Member in District Education Group (DEG) meetings
- iii. Ensure active participation as Member in District Education Authority (DEA) meetings
- iv. Ensure that all the timelines set for achievement of the targets (Annual Enrolment Campaign, Annual School Census, Updated Vacancy Statement, etc.) are met

- v. Participate in the meetings convened by the District Education Officer for discussion on educational issues / problems in the District
- vi. Ensure strict compliance of all the legal and mandatory requirements pertaining to School Education
- vii. Provide and explain written job descriptions (JDs) to all subordinate staff in the District Officer Education Office
- viii. Setup and maintain biometric systems in all his subordinate offices
- ix. Receive all correspondence and mark them to relevant Branch of the District Officer Education Office and maintain record of such correspondence
- x. Perform special assignments / duties especially assigned by the Higher Authorities
- xi. Timely initiation of Performance Evaluation Reports (PERs) / Annual Confidential Reports (ACRs) of the Officers / Officials of the subordinate Staff / Offices / Schools and countersign the PERs/ ACRs of the Assistant District Officer Education (Male) / Head Master
- xii. Prepare / forward cases of promotion of teaching and non-teaching staff through proper channel

#### **b) Leadership Role**

- i. Provide oversight of the operations and delivery of education in Middle Schools in the District
- ii. Establish and maintain effective coordination and relationships with subordinate staff at the District Officer Education Offices, Deputy District Officer Education Offices and Head Masters of Middle Schools
- iii. Develop and maintain a culture of trust in the District Officer Education Office

#### **c) Academic Role**

- i. Regularly conduct surveys to assess the academic needs of students and teachers in Middle Schools and make plans to meet the needs that have been identified
- ii. Monitor school programs with special reference to learning outcomes of students
- iii. Pay visit to each Middle School in the District at least once in three months to assess the quality of teaching-learning process in the Middle Schools and to encourage student-centered learning practices
- iv. Ensure appropriate use and maintenance of materials, equipment and facilities in each Government Boys Middle School
- v. Establish a close coordination with Balochistan Assessment & Examination Commission (BAEC) for conducting Grade 8 Standardized Examination
- vi. Ensure that teachers of Middle Schools are properly trained
- vii. Ensure that teachers properly use the educational materials provided to them
- viii. Ensure that teaching methodology / pedagogy (how to teach) and content knowledge (what to teach) are given due emphasis in the teacher trainings
- ix. Ensure that each student in Government Boys Middle School receive free textbooks on time
  - x. Ensure that Schools promote the use of Information and Communication Technologies (ICT) as pedagogical tools in the explanation / demonstration of abstract concepts and its application in everyday life
- xi. Ensure that Schools promote 21<sup>st</sup> Century Skills, such as, Creativity, Critical Thinking, Collaboration and Communication

#### **d) Planning & Development**

- i. Monitor school construction and maintenance work with representative of Communication, Works, Physical Planning & Housing Department (CWPP&HD) and make proper arrangement of taking over the completed schemes / schools
- ii. Prepare annual development plans by using BEMIS data in determining the needs for upgradation of schools / provision of missing facilities in Government Boys Middle Schools

- iii. Conduct regular meetings with Head Masters of Government Boys Middle Schools to discuss issues and problems
- iv. Ensure proper record of development works conducted in Middle Schools

#### **e) Financial Management**

- i. Prepare / submit Schedule of New Expenditure (SNE) for creation of new posts for newly upgraded Primary Schools to Middle Level to District Education Officer on timely basis, as well as on the prescribed format in accordance with Annual Budget Call
- ii. Timely and regular follow up regarding release of allocated budget with District Education Office and District Accounts Office
- iii. Maintain accounts and other mandatory subsidiary accounting records of the District Officer Education Office
- iv. Prepare working papers relating to Draft Paras pertaining to District Officer Education Office and its presentation before the Departmental Accounts Committee (DAC) for settlements
- v. Scrutinize Working Papers relating to Audit Paras and Advance Paras and put up before the Departmental Accounts Committee (DAC) for consideration / settlement
- vi. Sanction and countersign TA / DA Bills of the subordinate staff of the District Officer Education Office

#### **f) Supervision & Monitoring**

- i. Verify data that is collected and collated by BEMIS Staff bi-annually from Government Boys Middle Schools in the District
- ii. Provide correct data to BEMIS if any discrepancies are found while verifying the data bi-annually
- iii. Pay regular (planned & surprised) monitoring visits to Government Boys Middle Schools to observe and check the quality of services being offered
- iv. Observe staffroom culture and teaching-learning process in the classrooms to witness first-hand the quality of education offered in Middle Schools and offer practical suggestions/guidance to the Schools as to how the overall learning environment, as well as teaching-learning process can be improved
- v. Conduct performance of Head Masters of Government Middle Schools on regular basis and take necessary / appropriate disciplinary actions against the delinquent officers / officials as per BEEDA, 2011

#### **g) Co-Curricular Activities**

- i. Organize annual co-curricular events for the students at the School level to induce the spirit of healthy competition and sportsmanship
- ii. Supervise and inspect co-curricular events to ensure that they are carried out as per approved plan
- iii. Ensure that appropriate budget is allocated for co-curricular activities
- iv. Ensure that the following co-curricular activities are carried out:
  - o Debate, Speech, Qirat, Naat Khawani, Milli Naghma, Drama Competitions
  - o Scout Activities
  - o Sports Events

#### **h) Quality Assurance**

- i. Ensure effective implementation of educational policies and other applicable rules and regulations
- ii. Prepare and implement textbook distribution plans, so that all students studying in Government Schools receive textbooks on time in the District

- iii. Ensure quality of education imparted in Government Schools by maintaining appropriate / prescribed student-teacher ratio and foster good practices in Schools across the District
- iv. Take necessary and essential measures to ensure safe and caring environment in Schools critical for achievement of better learning outcomes

### **3. District Officer Education (Female) (BPS-19)**

#### **a) General Administration**

- i. Implement all the policies related to School Education and get regular follow up of the implementation of policies
- ii. Ensure active participation as Member in District Education Group (DEG) meetings
- iii. Ensure active participation as Member in District Education Authority (DEA) meetings
- iv. Ensure that all the timelines set for achievement of the targets (Annual Enrolment Campaign, Annual School Census, Updated Vacancy Statement, etc.) are met
- v. Participate in the meetings convened by the District Education Officer for discussion on educational issues / problems in the District
- vi. Ensure strict compliance of all the legal and mandatory requirements pertaining to School Education
- vii. Provide and explain written job descriptions (JDs) to all subordinate staff in the District Officer Education Office
- viii. Setup and maintain biometric systems in all his subordinate offices
- ix. Receive all correspondence and mark them to relevant Branch of the District Officer Education Office and maintain record of such correspondence
- x. Perform special assignments / duties especially assigned by the Higher Authorities
- xi. Timely initiation of Performance Evaluation Reports (PERs) / Annual Confidential Reports (ACRs) of the Officers / Officials of the subordinate Staff / Offices / Schools and countersign the PERs/ ACRs of the Assistant District Officer Education (Female) / Head Mistress
- xii. Prepare / forward cases of promotion of teaching and non-teaching staff through proper channel

#### **b) Leadership Role**

- i. Provide oversight of the operations and delivery of education in Government Girls Middle Schools in the District
- ii. Establish and maintain effective coordination and relationships with subordinate staff at the District Officer Education Office, Deputy District Officer Education Offices and Head Mistresses of Middle Schools
- iii. Work on proposal that promote gender mainstreaming that leads to gender equality
- iv. Ensure that human rights and child rights are fully observed in Government Girls Middle Schools in the District
- v. Develop and maintain a culture of trust in the District Officer Education Office

#### **c) Academic Role**

- i. Regularly conduct surveys to assess the academic needs of students and teachers in Girls Middle Schools and make plans to meet the needs that have been identified
- ii. Monitor school programs with special reference to learning outcomes of students
- iii. Pay visit to each Girls Middle School in the District at least once in three months to assess the quality of teaching-learning process in the Middle Schools and to encourage student-centered learning practices
- iv. Ensure appropriate use and maintenance of materials, equipment and facilities in each Government Girls Middle School
- v. Ensure that teachers of Girls Middle Schools are properly trained
- vi. Ensure that teachers properly use the educational materials provided to them
- vii. Ensure that teaching methodology / pedagogy (how to teach) and content knowledge (what to teach) are given due emphasis in the teacher trainings

- viii. Propose awareness raising sessions on MHM at Government Girls Middle Schools for adolescent girls and female teachers
- ix. Ensure that each student in Government Girls Middle School receive free textbooks on time
- x. Ensure that Schools promote the use of Information and Communication Technologies (ICT) as pedagogical tools in the explanation / demonstration of abstract concepts and its application in everyday life
- xi. Ensure that Schools promote 21<sup>st</sup> Century Skills, such as, Creativity, Critical Thinking, Collaboration and Communication

#### **d) Planning & Development**

- i. Monitor school construction and maintenance work with representative of Communication, Works, Physical Planning & Housing Department (CWPP&HD) and make proper arrangement of taking over the completed schemes / schools
- ii. Prepare annual development plans by using BEMIS data in determining the needs for upgradation of schools / provision of missing facilities in Government Girls Middle Schools
- iii. Conduct regular meetings with Head Masters of Government Girls Middle Schools to discuss issues and problems
- iv. Propose development Schemes regarding provision of WASH facilities in Girls Middle Schools for ADP/PSDP
- v. Ensure proper record of development works conducted in Girls Middle Schools

#### **e) Financial Management**

- i. Prepare / submit Schedule of New Expenditure (SNE) for creation of new posts for newly upgraded Primary Schools to Middle Level to District Education Officer on timely basis, as well as on the prescribed format in accordance with Annual Budget Call
- ii. Timely and regular follow up regarding release of allocated budget with District Education Office and District Accounts Office
- iii. Maintain accounts and other mandatory subsidiary accounting records of the District Officer Education Office
- iv. Prepare working papers relating to Draft Paras pertaining to District Officer Education Office and its presentation before the Departmental Accounts Committee (DAC) for settlements
- v. Scrutinize Working Papers relating to Audit Paras and Advance Paras and put up before the Departmental Accounts Committee (DAC) for consideration / settlement
- vi. Sanction and countersign TA / DA Bills of the subordinate staff of the District Officer Education Office

#### **f) Supervision & Monitoring**

- i. Verify data that is collected and collated by BEMIS Staff from Government Girls Middle Schools in the District
- ii. Provide correct data to BEMIS if any discrepancies are found while verifying the data bi-annually
- iii. Pay regular (planned & surprised) monitoring visits to Government Boys Middle Schools to observe and check the quality of services being offered
- iv. Observe staffroom culture and teaching-learning process in the classrooms to witness first-hand the quality of education offered in Middle Schools and offer practical suggestions/guidance to the Schools as to how the overall learning environment, as well as teaching-learning process can be improved
- v. Conduct performance of Head Mistress of Government Middle Schools on regular basis and take necessary / appropriate disciplinary actions against the delinquent officers / officials as per BEEDA, 2011



### **g) Co-Curricular Activities**

- i. Organize annual co-curricular events for the students at the School level to induce the spirit of healthy competition and sportsmanship
- ii. Supervise and inspect co-curricular events to ensure that they are carried out as per approved plan
- iii. Ensure that appropriate budget is allocated for co-curricular activities
- iv. Ensure that the following co-curricular activities are carried out:
  - o Debate, Speech, Qirat, Naat Khawani, Milli Naghma, Drama Competitions
  - o Girls Guide Activities
  - o Sports Events

### **h) Quality Assurance**

- i. Ensure effective implementation of educational policies and other applicable rules and regulations
- ii. Prepare and implement textbook distribution plans, so that all students studying in Government Schools receive textbooks on time in the District
- iii. Ensure quality of education imparted in Government Schools by maintaining appropriate / prescribed student-teacher ratio and foster good practices in Schools across the District
- iv. Take necessary and essential measures to ensure safe and caring environment in Schools critical for achievement of better learning outcomes

## **4. Deputy District Officer Education (Male) (BPS-18)**

### **a) General Administration**

- i. Implement all the policies related to School Education and get regular follow up of the implementation of policies
- ii. Ensure active participation as Member in District Education Authority (DEA) meetings
- iii. Ensure that all the timelines set for achievement of the targets (Annual Enrolment Campaign, Annual School Census, Updated Vacancy Statement, etc.) are met
- iv. Participate in the meetings convened by the District Education Officer for discussion on educational issues / problems in the District
- v. Ensure strict compliance of all the legal and mandatory requirements pertaining to School Education
- vi. Provide and explain written job descriptions (JDs) to all subordinate staff in the Deputy District Officer Education Office
- vii. Setup and maintain a biometric system in the Deputy District Officer Education Office
- viii. Receive all correspondence and mark them to relevant Branch of the Deputy District Officer Education Office and maintain record of such correspondence
- ix. Maintain service records of Learning Coordinators (LCs) and teachers of Government Boys Primary Schools
- x. Sanction casual leaves (for up to 10 days) to ADEO, LCs, ministerial staff and JV Teachers of Government Boys Primary Schools and recommending other types of leaves to DEO
- xi. Ensure proper maintenance of vehicles / motor cycles in his jurisdiction
- xii. Deploy / transfer primary school teachers within the jurisdiction of Deputy District Officer Education Office and to provide that information to the DEO for his information
- xiii. Perform special assignments / duties especially assigned by the Higher Authorities
- xiv. Timely initiation of Performance Evaluation Reports (PERs) / Annual Confidential Reports (ACRs) of the Officers / Officials of the subordinate Staff
- xv. Prepare / forward cases of promotion of teaching and non-teaching staff through proper channel

### **b) Leadership Role**

- i. Provide oversight of the operations and delivery of education in Government Boys Primary Schools in the Sub-Division

- ii. Establish and maintain effective coordination and relationships with subordinate staff at the Deputy District Officer Education Office and In-Charge Primary Schools
- iii. Develop and maintain a culture of trust in the Deputy District Officer Education Office

#### **c) Academic Role**

- i. Monitor academic support being provided by Assistant District Education Officer (ADEO) and Learning Coordinators (LCs) to the Primary School Teachers
- ii. Identify causes of low participation, low achievement, insufficient enrollments, unsatisfactory progression of students and excessive dropouts and suggesting and / or implementing remedial measures
- iii. Identify needs of teachers and needs of educational materials in the Primary Schools and to assist DEO in developing a profile of those needs and making plans to address them
- iv. Identify training needs and request through DEO for in-service training for Primary School Teachers
- v. Ensure that teaching methodology / pedagogy (how to teach) and content knowledge (what to teach) are given due emphasis in the teacher trainings
- vi. Recommend, recognize and grant awards for outstanding performance of Schools / teachers
- vii. Ensure that each student in Government Boys Primary School receives free textbooks on time
- viii. Ensure that Schools promote 21<sup>st</sup> Century Skills, such as, Creativity, Critical Thinking, Collaboration and Communication

#### **d) Planning & Development**

- i. Monitor school construction and maintenance work with representative of Communication, Works, Physical Planning & Housing Department (CWPP&HD) and make proper arrangement of taking over the completed schemes / schools
- ii. Prepare annual development plans by using BEMIS data in determining the needs for construction / establishment of new primary schools / provision of missing facilities in Government Boys Primary Schools
- iii. Conduct regular meetings with ADEO and LCs to discuss issues and problems of Primary Schools
- iv. Ensure proper record of development works conducted in Primary Schools

#### **e) Financial Management**

- i. Prepare / submit Schedule of New Expenditure (SNE) for creation of new posts for newly constructed Primary Schools to District Education Officer on timely basis, as well as on the prescribed format in accordance with Annual Budget Call
- ii. Timely and regular follow up regarding release of allocated budget with District Education Office and District Accounts Office
- iii. Maintain accounts and other mandatory subsidiary accounting records of the Deputy District Officer Education Office
- iv. Prepare working papers relating to Draft Paras pertaining to Deputy District Officer Education Office and its presentation before the Departmental Accounts Committee (DAC) for settlements
- v. Scrutinize Working Papers relating to Audit Paras and Advance Paras and put up before the Departmental Accounts Committee (DAC) for consideration / settlement
- vi. Sanction and countersign TA / DA Bills of the subordinate staff of the Deputy District Officer Education Office

#### **f) Supervision & Monitoring**

- i. Verify data that is collected and collated by BEMIS Staff from Government Boys Primary Schools in the Sub-Division
- ii. Provide correct data to BEMIS if any discrepancies are found while verifying the data

- iii. Pay regular (planned & surprised) monitoring visits to Government Boys Primary Schools to observe and check the quality of services being offered
- iv. Observe staffroom culture and teaching-learning process in the classrooms to witness first-hand the quality of education offered in Primary Schools and offer practical suggestions/guidance to the Schools as to how the overall learning environment, as well as teaching-learning process can be improved
- v. Conduct performance of ADEO and LCs on regular basis and take necessary / appropriate disciplinary actions against the delinquent officers / officials as per BEEDA, 2011

#### **g) Co-Curricular Activities**

- i. Organize annual co-curricular events for the students at the School level to induce the spirit of healthy competition and sportsmanship
- ii. Supervise and inspect co-curricular events to ensure that they are carried out as per approved plan
- iii. Ensure that appropriate budget is allocated for co-curricular activities
- iv. Ensure that the following co-curricular activities are carried out:
  - o Debate, Speech, Qirat, Naat Khawani, Milli Naghma, Drama Competitions
  - o Scout Activities
  - o Sports Events

#### **h) Quality Assurance**

- i. Ensure effective implementation of educational policies and other applicable rules and regulations
- ii. Prepare and implement textbook distribution plans, so that all students studying in Government Schools receive textbooks on time in the District
- iii. Take necessary and essential measures to ensure safe and caring environment in Schools critical for achievement of better learning outcomes

### **5. Deputy District Officer Education (Female) (BPS-18)**

#### **a) General Administration**

- i. Implement all the policies related to School Education and get regular follow up of the implementation of policies
- ii. Ensure active participation as Member in District Education Authority (DEA) meetings
- iii. Ensure that all the timelines set for achievement of the targets (Annual Enrolment Campaign, Annual School Census, Updated Vacancy Statement, etc.) are met
- iv. Participate in the meetings convened by the District Education Officer for discussion on educational issues / problems in the District
- v. Ensure strict compliance of all the legal and mandatory requirements pertaining to School Education
- vi. Provide and explain written job descriptions (JDs) to all subordinate staff in the Deputy District Officer Education Office
- vii. Setup and maintain a biometric system in the Deputy District Officer Education Office
- viii. Receive all correspondence and mark them to relevant Branch of the Deputy District Officer Education Office and maintain record of such correspondence
- ix. Maintain service records of Learning Coordinators (LCs) and teachers of Government Boys Primary Schools
- x. Sanction casual leaves (for up to 10 days) to ADEO, LCs, ministerial staff and JV Teachers of Government Boys Primary Schools and recommending other types of leaves to DEO
- xi. Ensure proper maintenance of vehicles / motor cycles in his jurisdiction
- xii. Deploy / transfer primary school teachers within the jurisdiction of Deputy District Officer Education Office and to provide that information to the DEO for his information
- xiii. Perform special assignments / duties especially assigned by the Higher Authorities
- xiv. Timely initiation of Performance Evaluation Reports (PERs) / Annual Confidential Reports (ACRs) of the Officers / Officials of the subordinate Staff
- xv. Prepare / forward cases of promotion of teaching and non-teaching staff through proper channel

## **b) Leadership Role**

- i. Provide oversight of the operations and delivery of education in Government Primary Girls Schools in the Sub-Division
- ii. Establish and maintain effective coordination and relationships with subordinate staff at the Deputy District Officer Education Office and In-Charge Primary Schools
- iii. Ensure that human rights and child rights are properly observed in Primary Schools in the Sub-Division
- iv. Develop and maintain a culture of trust in the Deputy District Officer Education Office (Female)

## **c) Academic Role**

- i. Monitor academic support being provided by Assistant District Education Officer (ADEO) (Female) and Learning Coordinators (LCs) (Female) to the Primary School Teachers
- ii. Identify causes of low participation, low achievement, insufficient enrollments, unsatisfactory progression of students and excessive dropouts and suggesting and / or implementing remedial measures
- iii. Identify needs of teachers and needs of educational materials in the Primary Schools and to assist DEO in developing a profile of those needs and making plans to address them
- iv. Identify training needs and request through DEO for in-service training for Primary School Teachers
- v. Ensure that teaching methodology / pedagogy (how to teach) and content knowledge (what to teach) are given due emphasis in the teacher trainings
- vi. Recommend, recognize and grant awards for outstanding performance of Schools / teachers
- vii. Ensure that each student in Government Girls Primary School receives free textbooks on time
- viii. Ensure that Schools promote 21<sup>st</sup> Century Skills, such as, Creativity, Critical Thinking, Collaboration and Communication

## **d) Planning & Development**

- i. Monitor school construction and maintenance work with representative of Communication, Works, Physical Planning & Housing Department (CWPP&HD) and make proper arrangement of taking over the completed schemes / schools
- ii. Prepare annual development plans by using BEMIS data in determining the needs for construction / establishment of new primary schools / provision of missing facilities in Government Boys Primary Schools
- iii. Conduct regular meetings with ADEO and LCs to discuss issues and problems of Primary Schools
- iv. Ensure proper record of development works conducted in Primary Schools

## **e) Financial Management**

- i. Prepare / submit Schedule of New Expenditure (SNE) for creation of new posts for newly constructed Primary Schools to District Education Officer on timely basis, as well as on the prescribed format in accordance with Annual Budget Call
- ii. Timely and regular follow up regarding release of allocated budget with District Education Office and District Accounts Office
- iii. Maintain accounts and other mandatory subsidiary accounting records of the Deputy District Officer Education Office
- iv. Prepare working papers relating to Draft Paras pertaining to Deputy District Officer Education Office and its presentation before the Departmental Accounts Committee (DAC) for settlements
- v. Scrutinize Working Papers relating to Audit Paras and Advance Paras and put up before the Departmental Accounts Committee (DAC) for consideration / settlement

- vi. Sanction and countersign TA / DA Bills of the subordinate staff of the Deputy District Officer Education Office

#### **f) Supervision & Monitoring**

- i. Verify data that is collected and collated by BEMIS Staff from Government Girls Primary Schools in the Sub-Division
- ii. Provide correct data to BEMIS if any discrepancies are found while verifying the data
- iii. Pay regular (planned & surprised) monitoring visits to Government Girls Primary Schools to observe and check the quality of services being offered
- iv. Observe staffroom culture and teaching-learning process in the classrooms to witness first-hand the quality of education offered in Primary Schools and offer practical suggestions/guidance to the Schools as to how the overall learning environment, as well as teaching-learning process can be improved
- v. Conduct performance of ADEO and LCs on regular basis and take necessary / appropriate disciplinary actions against the delinquent officers / officials as per BEEDA, 2011

#### **g) Co-Curricular Activities**

- i. Organize annual co-curricular events for the students at the School level to induce the spirit of healthy competition and sportsmanship
- ii. Supervise and inspect co-curricular events to ensure that they are carried out as per approved plan
- iii. Ensure that appropriate budget is allocated for co-curricular activities
- iv. Ensure that the following co-curricular activities are carried out:
  - o Debate, Speech, Qirat, Naat Khawani, Milli Naghma, Drama Competitions
  - o Girls Guide Activities
  - o Sports Events

#### **h) Quality Assurance**

- i. Ensure effective implementation of educational policies and other applicable rules and regulations
- ii. Prepare and implement textbook distribution plans, so that all students studying in Government Schools receive textbooks on time in the District
- iii. Take necessary and essential measures to ensure safe and caring environment in Schools critical for achievement of better learning outcomes

### **6. Assistant District Officer Education (Male) (BPS-17)**

#### **a) General Administration**

- i. Provide latest information for the service records of Learning Coordinators (LCs) and teachers to Deputy District Officer Education (Male)
- ii. Maintain a log book that provides a general information to DDOE (Male) regarding teacher performance, enrollment and other school activities
- iii. Propose transfer / adjustment of teachers in the Sub-Division
- iv. Ensure that all the timelines set for achievement of the targets (Annual Enrolment Campaign, Annual School Census, Updated Vacancy Statement, etc.) are met
- v. Ensure strict compliant of all the legal and mandatory requirements pertaining to School Education
- vi. Provide and explain written job descriptions (JDs) to LCs and JV Teachers
- vii. Properly handle correspondence as required
- viii. Timely initiation of Performance Evaluation Reports (PERs) / Annual Confidential Reports (ACRs) of the LCs / Teachers / Officials of the subordinate Staff
- ix. Prepare / forward cases of promotion of teaching and non-teaching staff through proper channel

## **b) Leadership Role**

- i. Provide oversight of the operations and delivery of education in Government Boys Primary Schools in the Sub-Division
- ii. Establish and maintain effective coordination and relationships with LCs, In-charge Primary Schools and JV Teachers
- iii. Develop and maintain a culture of trust in the Office

## **c) Academic Role**

- i. Monitor academic support being provided by Learning Coordinators (LCs) to the Primary School Teachers and report the findings to the DDOE (Male)
- ii. Work on identification of causes of low participation, low achievement, insufficient enrollments, unsatisfactory progression of students and excessive dropouts in Government Boys Primary Schools and suggesting and / or implementing remedial measures
- iii. Identify needs of teachers and needs of educational materials in the Primary Schools
- iv. Identify training needs and request through DDOE (Male) for in-service training of Primary School Teachers
- v. Ensure that teaching methodology / pedagogy (how to teach) and content knowledge (what to teach) are given due emphasis in the teacher trainings
- vi. Recommend, recognize and grant awards for outstanding performance of Schools / teachers
- vii. Ensure that each student in Government Boys Primary School receives free textbooks on time
- viii. Ensure that Schools promote 21<sup>st</sup> Century Skills, such as, Creativity, Critical Thinking, Collaboration and Communication

## **d) Planning & Development**

- i. Prepare annual development plans by using BEMIS data in determining the needs for construction / establishment of new primary schools / provision of missing facilities in Government Boys Primary Schools
- ii. Conduct regular meetings with LCs and In-Charge Primary Schools to discuss issues and problems of Primary Schools
- iii. Ensure proper record of development works conducted in Primary Schools

## **e) Financial Management**

- i. Submit Schedule of New Expenditure (SNE) for creation of new posts for newly constructed Primary Schools / Additional Posts to Deputy District Officer Education (Male) on timely basis, as well as on the prescribed format in accordance with Annual Budget Call
- ii. Prepare working papers relating to Draft Paras pertaining to Deputy District Officer Education Office (Male) for perusal of DDOE (Male) prior to its presentation before the Departmental Accounts Committee (DAC) for settlements

## **f) Supervision & Monitoring**

- i. Plan the School Inspection Schedule with the DDOE (Male)
- ii. Assess general school conditions including those of the classrooms and school facilities
- iii. Ensure proper distribution and use of materials and equipment procured for schools through cluster budget
- iv. Inspect each Government Boys Primary School in the Sub-Division at least thrice a year

- v. Verify data that is collected and collated by BEMIS Staff from Government Boys Primary Schools in the Sub-Division
- vi. Provide correct data to BEMIS if any discrepancies are found while verifying the data
- vii. Pay regular (planned & surprised) monitoring visits to Government Boys Primary Schools to observe and check the quality of services being offered
- viii. Observe staffroom culture and teaching-learning process in the classrooms to witness first-hand the quality of education offered in Primary Schools and offer practical suggestions/guidance to the Schools as to how the overall learning environment, as well as teaching-learning process can be improved
- ix. Conduct performance of LCs and JV Teachers on regular basis and report the findings to DDOE (Male)

#### **g) Co-Curricular Activities**

- i. Organize annual co-curricular events for the students at the School level to induce the spirit of healthy competition and sportsmanship
- ii. Supervise and inspect co-curricular events to ensure that they are carried out as per approved plan
- iii. Ensure that appropriate budget is allocated for co-curricular activities
- iv. Ensure that the following co-curricular activities are carried out:
  - o Debate, Speech, Qirat, Naat Khawani, Milli Naghma, Drama Competitions
  - o Scout Activities
  - o Sports Events

#### **h) Quality Assurance**

- i. Ensure effective implementation of educational policies and other applicable rules and regulations
- ii. Prepare and implement textbook distribution plans, so that all students studying in Government Schools receive textbooks on time in the District
- iii. Take necessary and essential measures to ensure safe and caring environment in Schools critical for achievement of better learning outcomes

### **7. Assistant District Officer Education (Female) (BPS-17)**

#### **a) General Administration**

- i. Provide latest information for the service records of Learning Coordinators (LCs) and teachers to Deputy District Officer Education (Female)
- ii. Maintain a log book that provides a general information to DDOE (Female) regarding teacher performance, enrollment and other school activities
- iii. Propose transfer / adjustment of teachers in the Sub-Division
- iv. Ensure that all the timelines set for achievement of the targets (Annual Enrolment Campaign, Annual School Census, Updated Vacancy Statement, etc.) are met
- v. Ensure strict compliant of all the legal and mandatory requirements pertaining to School Education
- vi. Provide and explain written job descriptions (JDs) to LCs and JV Teachers
- vii. Properly handle correspondence as required
- viii. Timely initiation of Performance Evaluation Reports (PERs) / Annual Confidential Reports (ACRs) of the LCs / Teachers / Officials of the subordinate Staff
- ix. Prepare / forward cases of promotion of teaching and non-teaching staff through proper channel

#### **b) Leadership Role**

- i. Provide oversight of the operations and delivery of education in Government Girls Primary Schools in the Sub-Division
- ii. Establish and maintain effective coordination and relationships with LCs, In-charge Primary Schools and JV Teachers

- iii. Promote human rights and child right in Government Girls Primary Schools in the Sub-Division
- iv. Develop and maintain a culture of trust in the Office

#### **c) Academic Role**

- i. Monitor academic support being provided by Learning Coordinators (LCs) to the Primary School Teachers and report the findings to the DDOE (Female)
- ii. Work on identification of causes of low participation, low achievement, insufficient enrollments, unsatisfactory progression of students and excessive dropouts in Government Boys Primary Schools and suggesting and / or implementing remedial measures
- iii. Identify needs of teachers and needs of educational materials in the Primary Schools
- iv. Identify training needs and request through DDOE (Female) for in-service training of Primary School Teachers
- v. Ensure that teaching methodology / pedagogy (how to teach) and content knowledge (what to teach) are given due emphasis in the teacher trainings
- vi. Recommend, recognize and grant awards for outstanding performance of Schools / teachers
- vii. Ensure that each student in Government Girls Primary School receives free textbooks on time
- viii. Ensure that Schools promote 21<sup>st</sup> Century Skills, such as, Creativity, Critical Thinking, Collaboration and Communication

#### **d) Planning & Development**

- i. Prepare annual development plans by using BEMIS data in determining the needs for construction / establishment of new primary schools / provision of missing facilities in Government Boys Primary Schools
- ii. Conduct regular meetings with LCs and In-Charge Primary Schools to discuss issues and problems of Primary Schools
- iii. Propose development schemes for construction of WASH facilities in Government Girls Primary Schools
- iv. Ensure proper record of development works conducted in Primary Schools

#### **e) Financial Management**

- i. Submit Schedule of New Expenditure (SNE) for creation of new posts for newly constructed Primary Schools / Additional Posts to Deputy District Officer Education (Female) on timely basis, as well as on the prescribed format in accordance with Annual Budget Call
- ii. Prepare working papers relating to Draft Paras pertaining to Deputy District Officer Education Office (Female) for perusal of DDOE (Female) prior to its presentation before the Departmental Accounts Committee (DAC) for settlements

#### **f) Supervision & Monitoring**

- i. Plan the School Inspection Schedule with the DDOE (Female)
- ii. Assess general school conditions including those of the classrooms and school facilities
- iii. Ensure proper distribution and use of materials and equipment procured for schools through cluster budget
- iv. Inspect each Government Boys Primary School in the Sub-Division at least thrice a year
- v. Verify data that is collected and collated by BEMIS Staff from Government Boys Primary Schools in the Sub-Division
- vi. Provide correct data to BEMIS if any discrepancies are found while verifying the data
- vii. Pay regular (planned & surprised) monitoring visits to Government Boys Primary Schools to observe and check the quality of services being offered
- viii. Observe staffroom culture and teaching-learning process in the classrooms to witness first-hand the quality of education offered in Primary Schools and offer practical



suggestions/guidance to the Schools as to how the overall learning environment, as well as teaching-learning process can be improved

- ix. Conduct performance of LCs and JV Teachers on regular basis and report the findings to DDOE (Female)

#### **g) Co-Curricular Activities**

- i. Organize annual co-curricular events for the students at the School level to induce the spirit of healthy competition and sportsmanship
- ii. Supervise and inspect co-curricular events to ensure that they are carried out as per approved plan
- iii. Ensure that appropriate budget is allocated for co-curricular activities
- iv. Ensure that the following co-curricular activities are carried out:
  - o Debate, Speech, Qirat, Naat Khawani, Milli Naghma, Drama Competitions
  - o Girls Guide Activities
  - o Sports Events

#### **h) Quality Assurance**

- i. Ensure effective implementation of educational policies and other applicable rules and regulations
- ii. Prepare and implement textbook distribution plans, so that all students studying in Government Schools receive textbooks on time in the District
- iii. Take necessary and essential measures to ensure safe and caring environment in Schools critical for achievement of better learning outcomes

### **8. Computer Programmer (BPS-17)**

He will assist the District Education Officer (DEO) to carry out the smooth functioning of the District Education Office. The basic responsibilities and activities of Computer Programmer (BPS-17) are as under: -

- i. Assist the District Education Officer in data analysis and statistical report generation
- ii. Write customized programs in a variety of computer languages
- iii. Regularly update the District Education Officer of annual school census
- iv. Assist the District Education Officer in setting up biometric attendance system
- v. Assist the District Education Officer in e-filing
- vi. Perform all other related tasks

### **9. Computer Operator (BPS-16)**

He will assist Computer Programmer to carry out the smooth functioning of the District Education Office. The basic responsibilities and activities of Computer Operator (BPS-16) are as under: -

- i. Assist the Computer Programmer in the maintenance of e-filing / e-record of the District Education Office
- ii. Assist the Computer Programmer in data analysis and statistical report generation
- iii. Assist the Computer Programmer in regularly updating the District Education Officer about annual school census
- iv. Assist the Computer Programmer in setting up biometric attendance system
- v. Perform all other related tasks

### **10. Assistant Computer Programmer (BPS-12)**


He will assist Computer Programmer and Computer Operator to carry out the smooth functioning of the District Education Office. The basic responsibilities and activities of Assistant Computer Programmer (BPS-12) are as under: -

- i. Assist the Computer Programmer and Computer Operator in the maintenance of e-filing / e-record of the District Education Office

- ii. Assist the Computer Programmer and Computer Operator in data entry, data analysis and statistical report generation
- iii. Assist the Computer Programmer and Computer Operator in regularly updating the District Education Officer about annual school census
- iv. Assist the Computer Programmer in setting up biometric attendance system
- v. Perform all other related tasks

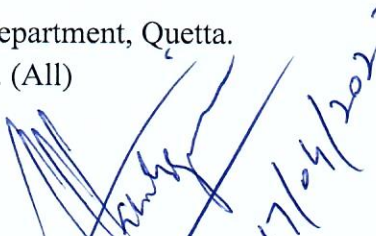
### **11. Learning Coordinator (BPS-11)**

- i. Assess learning difficulties of students at the Primary level and suggest appropriate solutions / remedial measures
- ii. Hold discussions with parents and teachers, at least once a month, about student problems and how they can be solved / addressed
- iii. Work with the community in seeking solutions to primary education problems such as high drop out and low attendance
- iv. Encourage teachers to work more effectively with the community for the promotion of primary education
- v. Motivating teachers to improve their knowledge, skills and attitude
- vi. Visit assigned schools at least once a month to identify areas requiring assistance
- vii. Assess abilities of teachers through classroom observations
- viii. Conduct pre-planned demonstration lessons and introduce appropriate teaching aides and techniques to teachers
- ix. Conduct training of teachers, with the Bureau of Curriculum & Extension Center / PITE
- x. Observe teachers who have undergone training and providing feedback to them
- xi. Guide teachers in maintenance of school facilities including furniture, instructional materials and buildings
- xii. Maintain and keep records of in school "Visit Books" recording notes from classroom observations, of feedback given to teachers, and about LC demonstration lesson (s).
- xiii. Monitor school records, e.g., admission & withdrawal, daily attendance, stock registers, etc.
- xiv. Help teachers develop classroom materials to meet their students' needs
- xv. Carry out other responsibilities as his superiors may delegate.

  
 17/4/2023  
**ABDUL RAUF BALOCH**  
**SECRETARY**

### **Copy for information is forwarded to: -**

1. The Principal Secretary to Chief Minister Balochistan, Quetta.
2. The Accountant General Balochistan, Quetta.
3. The Additional Secretary (Staff) to Chief Secretary, Balochistan, Quetta.
4. The Director of Education (Schools), Balochistan, Quetta.
5. The PS to Minister for Education, Government of Balochistan, Quetta.
6. The PS to Secretary, Government of Balochistan, S & GAD, Quetta.
7. The PS to Secretary, Government of Balochistan, School Education Department, Quetta.
8. The PA to Additional Secretary (Admn/Dev./Schools), GoB, SED, .... (All)
9. Master File

  
 17/04/2023  
**(ABDUL KHALIQ)**  
**CHIEF PLANNING OFFICER**