



Dated Quetta, the 17th April, 2023

NOTIFICATION

No. PPIU/8-70/(A&F)/2023/ 2399-2406 / The Secretary, Government of Balochistan, School Education Department, is pleased to notify the “Job Descriptions” of the Officers of the **Divisional Directorates of Education (Schools)** Balochistan with immediate effect.

1. Divisional Director of Education (Schools) (BPS-20)

- i. Ensure the implementation of all the policies related to School Education
- ii. Ensure presence in the official meetings convened by the Secretary School Education Department and Director of Education (Schools) Balochistan
- iii. Ensure presence in the monthly District Education Officers (DEOs) Conference and obtain the latest updates about the activities planned for the coming month along with progress update on the activities of the previous month from all the Districts in the Division
- iv. Ensure that all the Districts in the concerned Division meet the set timeline / deadline for achievement of the targets (Annual School Census, Annual School Inspection, Updated Vacancy Statement, etc.)
- v. Ensure strict compliance of all the legal and mandatory requirements pertaining to School Education at the Divisional level
- vi. Provide and explain written job descriptions (JDs) to all the subordinate staff in the Divisional Directorate of Education (Schools) and District Education Offices in the Division
- vii. Setup and maintain biometric systems in all the subordinate offices
- viii. Receive all correspondence and mark them to relevant Sections of the Divisional Directorate of Education (Schools) and maintain record of such correspondence
- ix. Provide oversight of the operations and delivery of education in Schools across the Division
- x. Establish and maintain effective coordination and relationships with subordinate staff at the Divisional Directorate of Education (Schools), District Education Officers (DEOs) and Cluster Heads in the Division
- xi. Develop and maintain a culture of trust in the Divisional Directorate of Education (Schools) and motivate subordinate Staff for their initiatives
- xii. Assign / delegate powers to Additional / Deputy / Assistant Divisional Directors of Education (Schools) and maintain close coordination with them and also keep a check on them while exercising the delegated / assigned authority with prudence and as per laid down procedures / rules / policies
- xiii. Pay visit to Schools in each District to assess the quality of teaching-learning in the classrooms and to encourage the use of student-centered teaching and learning approaches critical for producing better learning outcomes
- xiv. 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
- xv. Promote gender mainstreaming that leads to gender equality at the Divisional level
- xvi. Ensure that Schools promote 21st Century Skills, such as, Creativity, Critical Thinking, Collaboration and Communication
- xvii. Ensure that Learning Coordinators (LCs) and Teachers are properly trained to teach in multigrade situation and to employ the educational materials and teaching aides provided to them critical for achievement of better learning outcomes in multigrade situations
- xviii. Address issues relating to posting, transfers, disciplinary actions as per DEG recommendations based on RTSM reports, promotion, pension and grant of leave
- xix. Forward retirement cases of employees well in time as per laid procedures / rules / policies

- xx. Nominate / recommend Education Managers, Cluster Heads and teachers for capacity building workshops / trainings based on their needs
- xxi. Identify training needs of all the subordinate staff critical for better education service delivery
- xxii. Maintain, monitor and approve leave requests from the subordinate staff
- xxiii. Prepare / forward list of potential Schools to be upgraded to the next level
- xxiv. Consolidate / forward proposals received from the Districts in the concerned Division regarding new development schemes
- xxv. Facilitate Balochistan Education Management Information System (BEMIS) in the collection of accurate data critical for better educational planning and budgeting
- xxvi. Ensure optimum utilization of the collected data for improvement of access to quality education
- xxvii. Prepare / forward SNE to Directorate of Education (Schools) Balochistan on the prescribed format in accordance with Annual Budget Call
- xxviii. Prepare working papers relating to Draft Paras pertaining to Divisional Directorate of Education (Schools) and Subordinate Offices/Schools and their presentation before the Departmental Accounts Committee (DAC) for settlements
- xxix. Sanction and countersign TA / DA Bills of the subordinate staff of the Divisional Directorate of Education (Schools) Balochistan
- xxx. Properly and professionally handle litigations and court cases pertaining to Divisional Directorate of Education (Schools)
- xxxi. Closely coordinate with Judicial Section of Directorate of Education (Schools) Balochistan to properly and professionally handle litigations and court cases to avoid any unwarranted situations in the Hon'ble Courts
- xxxii. Prepare and present updated status of the court cases to Director of Education (Schools) Balochistan on monthly, quarterly and annual basis
- xxxiii. 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
- xxxiv. 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
- xxxv. Pay regular (planned & surprised) monitoring visits to District Education Offices and Schools to observe and check the quality of services being offered
- xxxvi. 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
- xxxvii. Conduct performance and financial audits of DEOs, DOEs, DDOEs and Cluster Heads on regular basis and take necessary / appropriate disciplinary actions against the delinquent officers / officials as per BEEDA, 2011
- xxxviii. Ensure the presence of DEOs, DOE (M/F), DDOE (M/F) and Cluster Heads in their respective Districts, Tehsil Headquarters and Schools, and take necessary / appropriate disciplinary actions against chronic absentees
- xxxix. Organize annual co-curricular events for the students at the Divisional and District Headquarters to induce the spirit of healthy competition and sportsmanship
- xl. Supervise and inspect co-curricular events to ensure that they are carried out as per approved plan
- xli. Ensure that appropriate budget is allocated for co-curricular activities
- xlii. Ensure that the following co-curricular activities are carried out:
- a. Debate, Speech, Qirat, Naat Khawani, Milli Naghma, Drama Competitions
 - b. Scout & Girls Guide Activities
 - c. Sports Events
- xliii. Ensure quality of education imparted in Government Schools by maintaining appropriate / prescribed student-teacher ratio and foster good practices in Schools
- xliv. Take necessary and essential measures to ensure safe and caring environment in Schools critical for achievement of better learning outcomes
- xlv. Establish strong coordination with District Education Offices in the Division critical for ensuring better educational outcomes
- xlvi. Collect, Collate and forward feedback on textbooks received from the Districts in the Division to Director of Education (Schools) Balochistan for ensuring quality textbooks in Schools

- xlvi. Collect, Collate and forward feedback on the quality of trainings organized for education managers and teachers received from the Districts in the Division to Director of Education (Schools) Balochistan for ensuring quality, relevance and effectiveness of the trainings
- xlvi. Establish strong coordination with development / implementing partners for smooth and effective implementation of foreign funded projects
- xlix. Use of electronic mode of communication, such as, email, for correspondence with Secretariat and Subordinate Offices to ensure effective and efficient coordination
 - i. Timely initiation of Performance Evaluation Reports (PERs) / Annual Confidential Reports (ACRs) of the subordinate Staff in the Division
 - ii. Perform all related tasks / duties
 - iii. Perform special assignments / duties especially assigned by the Higher Authorities

2. Additional Divisional Director of Education (Schools) (BPS-19)

He will assist the Divisional Director of Education (Schools) to carry out the smooth functioning of the Divisional Directorate of Education (Schools). The basic responsibilities and activities of Additional Divisional Director of Education (Schools) (BPS-19) are as under: -

- Assist the Divisional Director of Education (Schools) in ensuring the effective implementation of all the policies related to School Education
- Assist the Divisional Director of Education (Schools) in ensuring strict compliance of all the legal and mandatory requirements pertaining to School Education at the Divisional level
- Propose measures / plans in setting up and maintaining biometric systems at the Divisional Directorate, as well as in all the subordinate offices / schools
- Receive all related correspondence and mark them to relevant Sections of the Divisional Directorate of Education (Schools) and maintain record of such correspondence
- Perform special assignments / duties especially assigned by the Divisional Director of Education (Schools)
- Develop mechanisms for establishment and maintaining of effective coordination and relationships with subordinate staff at the Divisional Directorate of Education (Schools), District Education Officers (DEOs) and Cluster Heads in the Division
- Develop and maintain a culture of trust in the Divisional Directorate of Education (Schools) and motivate subordinate Staff for their initiatives
- Pay visits to Schools in each District as per the directions of Divisional Director of Education (Schools) to assess the quality of teaching-learning in the classrooms and to encourage the use of student-centered teaching and learning approaches critical for producing better learning outcomes
- 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
- Ensure that Schools promote 21st Century Skills, such as, Creativity, Critical Thinking, Collaboration and Communication
- Ensure that Learning Coordinators (LCs) and Teachers are properly trained to teach in multigrade situation and to employ the educational materials and teaching aides provided to them critical for achievement of better learning outcomes in multigrade situations.
- Address issues relating to posting, transfers, disciplinary actions as per DEG recommendations based on RTSM reports, promotion, pension and grant of leave
- Process / forward retirement cases of employees well in time as per laid procedures / rules / policies
- Properly initiate, process, maintain, and monitor leave requests from the subordinate staff
- Identify training needs of all the subordinate staff critical for better education service delivery
- Prepare / forward list of potential Schools to be upgraded to the next level
- Consolidate / forward proposals received from Districts in the Division regarding new development schemes
- Collect / collate / forward SNE to Directorate of Education (Schools) Balochistan on the prescribed format in accord with Annual Budget Call
- Prepare working papers relating to Draft Paras pertaining to Divisional Directorate of Education (Schools) and Subordinate Offices/Schools

- Properly and professionally handle litigations and court cases pertaining to Divisional Directorate of Education (Schools)
- Prepare proper 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
- Pay regular (planned & surprised) monitoring visits to District Education Offices and Schools on the directions of Divisional Director of Education (Schools) to observe and check the quality of services being offered
- 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
- Design and conduct annual co-curricular events for the students at the Divisional and District Headquarters to induce the spirit of healthy competition and sportsmanship
- Supervise and inspect co-curricular events to ensure that they are carried out as per approved plan
- Ensure that appropriate budget is allocated for co-curricular activities
- Ensure that the following co-curricular activities are carried out:
 - Debate, Speech, Qirat, Naat Khawani, Milli Naghma, Drama Competitions
 - Scout & Girls Guide Activities
 - Sports Events
- Collect, collate and forward feedback on textbooks received from the Districts in the Division to Director of Education (Schools) Balochistan for ensuring quality textbooks in Schools
- Collect, collate and forward feedback on trainings received from the Districts in the Division to Divisional Director of Education (Schools) critical for ensuring quality, relevancy and effectiveness of the trainings
- Use of electronic mode of communication, such as, email, for correspondence with Secretariat and Subordinate Offices to ensure effective and efficient coordination.
- Draft replies / responses to Senate / National / Provincial Assemblies Questions and consolidate replies received from the District Education Offices and onward submission to the Directorate of Education (Schools) Balochistan in a consolidated form
- Timely initiation of Performance Evaluation Reports (PERs) / Annual Confidential Reports (ACRs) of the subordinate Staff in the Divisional Directorate of Education (Schools)
- Perform all related tasks / duties
- Perform any other task assigned by the Higher Authorities

3. Deputy Divisional Director of Education (Schools) (BPS-18)

He will assist the Additional Divisional Director of Education (Schools) to carry out the smooth functioning of the Divisional Directorate of Education (Schools). The basic responsibilities and activities of Deputy Divisional Director of Education (Schools) (BPS-18) are as under: -

- Assist the Additional Divisional Director of Education (Schools) in ensuring the effective implementation of all the policies related to School Education
- Assist the Additional Divisional Director of Education (Schools) in ensuring strict compliance of all the legal and mandatory requirements pertaining to School Education at the Divisional level
- Propose measures / plans in setting up and maintaining biometric systems at the Divisional Directorate, as well as in all the subordinate offices / schools
- Receive all related correspondence and mark them to relevant Sections of the Divisional Directorate of Education (Schools) and maintain record of such correspondence
- Perform special assignments / duties especially assigned by the Divisional Director of Education (Schools)
- Develop mechanisms for establishment and maintaining of effective coordination and relationships with subordinate Offices in the Division
- Pay visits to Schools in each District as per the directions of Divisional Director of Education (Schools) to assess the quality of teaching-learning in the classrooms and to encourage the use of student-centered teaching and learning approaches critical for producing better learning outcomes
- 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

- Ensure that Schools promote 21st Century Skills, such as, Creativity, Critical Thinking, Collaboration and Communication
- Ensure that Learning Coordinators (LCs) and Teachers are properly trained to teach in multigrade situation and to employ the educational materials and teaching aides provided to them critical for achievement of better learning outcomes in multigrade situations.
- Present cases pertaining to posting, transfers, disciplinary actions as per DEG recommendations based on RTSM reports, promotion, pension and grant of leave
- Process retirement cases of employees well in time as per laid procedures / rules / policies
- Properly initiate, process, maintain, and monitor leave requests from the subordinate staff
- Identify training needs of all the subordinate staff critical for better education service delivery
- Prepare list of potential Schools to be upgraded to the next level
- Consolidate / submit proposals received from Districts in the Division regarding new development schemes
- Collect / collate / submit proposals pertaining to SNE to Additional Divisional Director of Education (Schools) on the prescribed format in accordance with Annual Budget Call
- Prepare working papers relating to Draft Paras pertaining to Divisional Directorate of Education (Schools) and Subordinate Offices/Schools
- Prepare proper 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
- Pay regular (planned & surprised) monitoring visits to District Education Offices and Schools on the directions of Divisional Director of Education (Schools) to observe and check the quality of services being offered
- 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
- Design and conduct annual co-curricular events for the students at the Divisional and District Headquarters to induce the spirit of healthy competition and sportsmanship
- Supervise and inspect co-curricular events to ensure that they are carried out as per approved plan
- Ensure that appropriate budget is allocated for co-curricular activities
- Ensure that the following co-curricular activities are carried out:
 - Debate, Speech, Qirat, Naat Khawani, Milli Naghma, Drama Competitions
 - Scout & Girls Guide Activities
 - Sports Events
- Collect, collate and submit feedback on textbooks received from the Districts in the Division to Additional Divisional Director of Education (Schools) for ensuring quality textbooks in Schools
- Collect, collate and submit feedback on trainings received from the Districts in the Division to Additional Divisional Director of Education (Schools) critical for ensuring quality, relevancy and effectiveness of the trainings
- Use of electronic mode of communication, such as, email, for correspondence with Subordinate Offices to ensure effective and efficient coordination.
- Draft replies / responses to Senate / National / Provincial Assemblies Questions and consolidate replies received from the District Education Offices and submit them to Additional Divisional Director of Education (Schools) for perusal / further process
- Timely initiation of Performance Evaluation Reports (PERs) / Annual Confidential Reports (ACRs) of the subordinate Staff in the Divisional Directorate of Education (Schools)
- Perform all related tasks / duties
- Perform any other task assigned by the Higher Authorities

4. Assistant Divisional Director of Education (Schools) (BPS-17)

He will assist the Deputy Divisional Director of Education (Schools) to carry out the smooth functioning of the Divisional Directorate of Education (Schools). The basic responsibilities and activities of Assistant Divisional Director of Education (Schools) (BPS-17) are as under: -

- Assist the Deputy Divisional Director of Education (Schools) in ensuring the effective implementation of all the policies related to School Education

- Assist the Deputy Divisional Director of Education (Schools) in ensuring strict compliance of all the legal and mandatory requirements pertaining to School Education at the Divisional level
- Propose measures / plans in setting up and maintaining biometric systems at the Divisional Directorate, as well as in all the subordinate offices / schools
- Prepare Key Performance Indicators (KPIs) for improving the capabilities of the Officers and Officials working in the Divisional Directorate of Education (Schools) and all its subordinate Offices in the Division
- Maintain personal record of the Officers and Officials working in the Divisional Directorate of Education (Schools)
- Prepare a mechanism for establishment and maintaining of effective coordination and relationships with subordinate Offices in the Division
- Process retirement, appointment, transfer and promotion cases of officers / officials well in time as per laid procedures / rules / policies
- Properly initiate, process, maintain, and monitor leave requests from the subordinate staff
- Consolidate / submit proposals received from Districts in the Division regarding new development schemes
- Collect / collate / submit proposals pertaining to SNE to Additional Divisional Director of Education (Schools) on the prescribed format in accordance with Annual Budget Call
- Use of electronic mode of communication, such as, email, for correspondence with Subordinate Offices to ensure effective and efficient coordination.
- Timely initiation of Performance Evaluation Reports (PERs) / Annual Confidential Reports (ACRs) of the subordinate Staff in the Divisional Directorate of Education (Schools)
- Perform all related tasks / duties
- Perform any other task assigned by the Higher Authorities

5. System Analyst (BEMIS) (BPS-18)


He will assist the Additional Divisional Director of Education (Schools) to carry out the smooth functioning of Divisional Directorate of Education (Schools). The basic responsibilities and activities of System Analyst (BPS-18) are as under: -

- Closely coordinate with BEMIS Section of the Directorate of Education (Schools) Balochistan for timely initiation of Annual School Census
- Oversee and monitor Annual School Census in the Division
- Assist the Additional Divisional Director of Education (Schools) in setting up biometric attendance system at the Divisional Directorate of Education (Schools) and all its subordinate offices / schools
- Identify BEMIS information technology (IT) needs at the Divisional level
- Determine detailed specifications for IT needs
- Prepare plans to extend technical support to users responsible for data collection, entry, management and analysis as per defined protocols
- Design and conduct training need analysis of BEMIS and Field Staff in the Division
- Design capacity building programs / training materials for BEMIS Staff based on need analysis in the Division
- Design dashboards for higher authorities as per requirements to ensure visibility of important indicators at the Divisional level
- Recommend establishment of appropriate programming methods and tools to BEMIS Section of the Directorate of Education (Schools) Balochistan
- Develop mechanisms for controlling creation of codes and procedures
- Ensure that programs developed meet BEMIS needs
- Design a feedback mechanism for improvement of programs to effectively meet BEMIS needs
- Troubleshoot problems and adding desired features
- Maintain professional and technical knowledge by participating in professional development workshops
- Perform any other task assigned by the Higher Authorities
- Timely initiate ACRs/PERs of the subordinate BEMIS Staff

6. Assistant Director (BEMIS) (BPS-17)


He will assist the System Analyst to carry out the smooth functioning of Divisional Directorate of Education (Schools). The basic responsibilities and activities of Assistant Director (BEMIS) (BPS-17) are as under: -

- Assist System Analyst for timely initiation of Annual School Census in close coordination with BEMIS Section of the Directorate of Education (Schools) Balochistan
- Oversee and monitor Annual School Census in all Districts of the concerned Division
- Assist the System Analyst in setting up biometric attendance system at the Divisional Directorate of Education (Schools) and all its subordinate offices / schools
- Identify BEMIS information technology (IT) needs at the Divisional level
- Carry out detailed specifications for IT needs
- Prepare plans to extend technical support to users responsible for data collection, entry, management and analysis as per defined protocols
- Design and conduct training need analysis of BEMIS Staff and Field Staff in the Division
- Design capacity building programs / training materials for BEMIS Staff based on need analysis in the Division
- Maintain professional and technical knowledge by participating in professional development workshops
- Perform any other task assigned by the Higher Authorities
- Timely initiate ACRs/PERs of the subordinate BEMIS Staff


17/04/2023
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


17/04/23
(ABDUL KHALIQ)
CHIEF PLANNING OFFICER