

## **Assistant Director Enrollment, Testing & Assessment** **Job Description and Eligibility Criteria**

**Position Name:** Assistant Director Enrollment, Testing & Assessment  
**Directorate:** Planning, Policy, Innovation, Program & Research

**Position Grade:** NPG-5  
**Location:** Islamabad

### **Key Responsibilities:**

- To provide support in Developing and establishment of operating goals, policies, and procedures for the assessment office, as appropriate; recommends, implements, and administers methods and procedures to enhance operational effectiveness and efficiency.
- Supports continuous Energy Efficiency (EEC) and Conservation program assessment and improvement of Energy Efficiency and Conservation through consultation, mentoring and hands-on training.
- Support Director in Planning, organizing and coordinating strategic assessment designing, testing and activities for smooth implementation of the NEECA's Training of Trainers (ToT) Programmes.
- Supports the ongoing development and implementation of comprehensive outcomes assessment programs for all EE & C units that support the goals the NEECA's strategic plan.
- Support in interpreting the assessment findings and prepares an annual assessment report to summarize such findings, with particular emphasis on the quality of the assessment efforts and findings that influence institutional decision-making and policy development.
- Ensure the records, stores, manage, and disseminate confidential and sensitive assessment data as per the directions of the Director.
- Support in designing and executing accreditation requirements, including compliance with accrediting standards, are incorporated, among other institutional goals and objectives, into the planning and evaluation process of the Energy efficiency and Conservation programs.
- Support the Director to ensure a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other Sectors or Stakeholders.
- Design and publish reports from the candidate database related to enrollment, training and assessment as required by the Authority.
- Manage catalog requests from outside agencies and institutions.
- Maintain database for certification of candidate records for enrollment verification, examination and certificate eligibility.
- Record/retrieve data to be used in evaluation of Energy Auditor's assessment/testing program; compile data for statistical analysis.
- Any other relevant duties and tasks as assigned.

### **Qualification and Experience**

- Bachelor's degree in Public Policy /Economics/ Social Sciences / or any related discipline from HEC recognized university.
- At least 3 years of post-qualification recognized and verifiable experience in the relevant field.
- Maximum age of the candidate should not be more than 35 years on the date of advertisement of this position.

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