

Director Enrollment, Testing & Assessment

Job Description and Eligibility Criteria

Position Name: Director Enrollment, Testing & Assessment

Position Grade: NPG-1

Directorate: Planning, Policy, Innovation, Program & Research

Location: Islamabad

Key Responsibilities:

- Develops and establishes operating goals, policies, and procedures for the assessment office, as appropriate; recommends, implements, and administers methods and procedures to enhance operational effectiveness and efficiency.
- Organize and manage Energy Efficiency (EEC) and Conservation program assessment and improvement of Energy Efficiency and Conservation through consultation, mentoring and hands-on training.
- Planning, organizing and coordinating strategic assessment designing, testing and activities for smooth implementation of the NEECA's Training of Trainers (ToT) Programmes.
- Promotes internal and external communication of assessment results and manage smooth coordination mechanism with provincial designated agencies for ToT Programmes.
- Manage and execute NEECA's ToT Programme for energy auditors and managers in coordination with Technical Directorate to ensure smooth examination and result dissemination process.
- Lead the ongoing development and implementation of comprehensive outcomes assessment programs for all EEC units that support the goals the NEECA's strategic plan.
- Lead the collection and analysis of various assessment data to support departmental accreditation and program reviews, including dissemination of results and assisting others with understanding and appropriately using them.
- Interprets 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.
- Provides strategic advice and consultation to leadership in the development, implementation, and evaluation of modifications and enhancements to existing operations, systems, and procedures.
- Records, stores, manage, and disseminate confidential and sensitive assessment data, as and when appropriate.
- Leads and supervises office personnel, to include work allocation, training, and problem resolution; provides performance management feedback as appropriate.
- Supports systematic planning and change within the Energy Sector by administering a comprehensive, continual, and multi-dimensional assessment program of Energy Efficiency and Conservation outcomes and evaluation of EEC programs, collaborating with Institution's units to integrate assessment and evaluation efforts across Energy Sector, and integrating assessment activities and results with accreditation processes.
- Ensures that 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.
- Facilitates a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other Sectors or Stakeholders.

- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses as required by the Associate Departments.
- Any other relevant duties and tasks as assigned.

Qualification and Experience

- Master's degree in Public Policy/Economics/ Social Sciences / or any related discipline from HEC recognized university.
- At least 10 years of post-qualification recognized and verifiable experience in the relevant field.
- Maximum age of the candidate should not be more than 45 years on the date of advertisement of this position.
