

NATIONAL SKILLS UNIVERSITY ISLAMABAD

TERMS OF REFERENCE FOR CONSULTANT FINANCE

- Supervision of preparation of Books of Accounts
- Supervision of matters relating to fees and other students dues
- Supervision of all kinds of revenues of the university
- Supervision of payments of vendors and visiting faculty
- Preparation of disbursement of monthly salary to the employees
- Liaison with banks
- Preparation and supervision of final accounts of the university
- Preparation of Annual Budget of the university and submission to HEC.
- Preparation and supervision of quarterly utilization reports and submission to HEC
- Framing policy for investment of university surplus funds.
- Liaison with HEC for release of Recurring and Development Grants
- Close compliance of the accounting procedures according to the Accounting Standards and policies.
- Preparation of Working papers for Finance and planning Committee and conduct of meeting of the F&PC.
- Preparation of annual financial statements and conduct of third party audit by a Chartered Accountants Firm.

TERMS OF REFERENCE FOR CONSULTANT AUDIT

- Supervision and pre audit of all kinds of payments to vendors and visiting faculty
- Supervision and pre audit of monthly salary of the employees of the university
- Pre audit of all types of payments and receipts.
- Vetting of all Tender Documents and RFPS
- Vetting of pay fixation cases of university employees
- Liaison with Director General Federal Audit for annual audit of the university by audit party of Auditor General of Pakistan
- Supervision and ensure financial controls in the university
- Checking of annual interest calculations of interest on G.P. Fund of university employees
- Scrutiny of claims of civil works/adjustment accounts
- Preparation of working papers for Departmental Accounts Committee and arranging of DAC meetings
- Coordination with external auditors of Federal Govt.
- Coordinate and prepare annotated replies of audit reports of the university.

TERMS OF REFERENCE FOR CONSULTANT ACADEMICS

- Supervise teaching faculty of the University
- Participate in hiring, managing, and developing academic/teaching faculty
- Develop, oversee, and review the curricula for skills, vocational, technical and engineering technologies' subjects
- Develop, oversee, and review Teaching Learning Recourse Material (textbooks, lab manuals, teacher's guides) Development
- Develop SOP and assists on assessment and accreditation of skills, vocational, technical and engineering technology programs
- Develop and review academic calendars and proposals
- Collaborate in collecting, analyzing, the creation and revision all academic data analysis and intervention programs
- Assists with Student Recruitment: marketing, advertising, and strategic plan
- All other matters related to academics.

TERMS OF REFERENCE FOR CONSULTANT HR

- Develop statutes, rules and regulations
- Conduct and HR Audit and recommend changes/improvements
- Review job description/TORs of officers in the light of organizational objectives
- Design and recommend policies/programs for continuous professional development of employees.
- Design and recommend policies/programs for enhancing employee welfare
- Review the performance Appraisal System and provide suggestions for improvement.
- All other matters related to HR



NATIONAL SKILLS UNIVERSITY

Faiz Ahmed Faiz Road H-8/1, Islamabad

Photograph

APPLICATION FORM

Fill application form in block letters.

1. Post applied for: _____
2. Name : _____
3. Father's Name: _____
4. Date of Birth: _____
5. CNIC No. : _____
6. Religion : _____
7. Marital Status: _____
8. Domicile (District/Province): _____
9. Postal Address: _____
10. Permanent Address: _____
11. Phone/Cell No.: _____
12. E-mail: _____
13. **Academic record** Give exact names in examination column (starting from high school i.e matric onward in chronological order) Please attach attested copies of the academic/experience certificates.

Examination	Passing year	Board / University	Marks			Division / Grade	Major Subject of study
			Obtained	Total	% age		

14. Professional experience

Organization Name	Position held	Field of Work	Period Served	
			From	To

I hereby undertake that the information provided by the undersigned is correct and best of knowledge. I also aware that any false information will lead to disqualification of my candidature.

Date of application

Signature of Applicant