



**Applicants who wish to apply can send their resumes to:  
[hr@nasrapublicschool.com](mailto:hr@nasrapublicschool.com)**

**NASRA PUBLIC SCHOOL (PVT.) LIMITED  
Job Description  
Chief Operating Officer (COO)**

<b>Job Title</b>	Chief Operating Officer
<b>Hours</b>	8.5
<b>Reports to</b>	CEO
<b>Line Management responsibility for</b>	Operations / facility management / Expansion
<b>Based at</b>	Head office

**Job Purpose:**

1. Fiscal knowledge, consensus building, interpersonal & decision making skills, backed by excellent people management and negotiating skills, self-driven, result oriented, planner, mature, reliable, tolerant, determined, astute, vibrant, empathic, flexible, accountable and team player.
2. Leadership: An experienced team leader, Influencing, leading, and delegating abilities, ability to initiate/manage cross-functional teams and multi-disciplinary projects, Critical thinking, decision making and problem solving skills, Planning and organizing - Organizational abilities, Result oriented: ability to achieve the target within given time, Excellence Communication skills, Negotiating skills, Conflict resolution, Adaptability - Efficient under pressure, always meet deadlines.
3. Ability to present to multiple levels of staff, including but not limited to BOD, Management, Administrative Managers, Managers, Corporate clients, and other stake holders.
4. Highest level of integrity and commitment and ensuring transparency during all facets of Management
5. Able to break down problems into meaningful parts and come to rational and well-thought out conclusions, demonstrated strong management skills, Attention to detail and accuracy, Interested in process improvement, Willing to adapt quickly to

quick changes in direction, Internally motivated to seek out answers, generate ideas, and develop new skills.

6. *Scope:*

The Chief Operating Officer (COO) reports directly to the Chief Executive Officer (CEO) and is responsible for managing the activities with the following scope:

- i. Overall Management of Nasra Public School (Pvt.) Limited - NPS covering all the aspects.
- ii. Financial planning and related ongoing advice for the chief executive and senior management
- iii. Formulating financial targets and budgets in accordance with the strategy determined by the CEO
- iv. Overall control of all Management of the Campuses and NPS Head office, financial transactions and accountancy matters, including audit systems
- v. Corporate finance: managing company policies regarding capital requirements, debt, taxation, equity and acquisitions, financial modeling, as appropriate
- vi. Presenting financial analysis and financial reports
- vii. Developing and implementing an effective and robust system of quality assurance and its documentation.
- viii. Managing the payroll system and maintaining accurate and current bylaw records
- ix. Ensure that the NPS, has sound financial systems and internal controls designed to support its entrepreneurial approach, achieves its financial targets profitably
- x. Maintain internal controls to ensure compliance with standard operating procedures.
- xi. Finalizing the monthly and annual financial statements and variance analysis along with the rationales of the variances.
- xii. Ensuring that the applicable regulatory compliance requirements of all statutory bodies are met regarding all the company's financial affair for instance, SECP, Taxation authorities, FBR, SRB, SESSI, EOBI, EDO Education, Office of the Regional Directorate of Registration & Inspection of Private Institutions Karachi Region Education & Literacy Department Government of Sindh, Local & district Governments and other applicable regulatory bodies.
- xiii. Management the Budget and adequate staffing requirements, performance evaluations, disciplinary actions, hiring, separation and their succession planning.
- xiv. Active involvement in NPS Expansion Plan
- xv. Active involvement in developing linkages with the ESF, Donors, Potential investors and others etc.
- xvi. Ensure the implementation of the Projects with-in the agreed time-line with Donors or investors and the compliance of their requirements.
- xvii. Create a safe and productive learning environment that is engaging and fulfilling for all students in line with the Ethos and Values of the Company and Group.

## **Duties and responsibilities:**

### **1. Main responsibilities:**

- a. Close monitoring and reporting.
- b. Develop and implement practice-specific process improvement recommendations to secure positive results, monitor performance and improvements resolution plans for unfavorable trends.
- c. Maintain reimbursement related key performance indicators for network practices, setting and benchmarking revenue cycle goals (i.e. Growth in revenues, reducing Bad Debts, decreasing outstanding accounts receivable, prompt recovery and continuous efforts for the recovery of long outstanding dues).
- d. Participate in the development of policy and procedures.
- e. Develop, maintain, evaluate, implement and enhance curricular and extracurricular programs that reflect student achievement and growth in the cognitive, affective and psychomotor domains.
- f. Efficient and effective deployment of staff and resources
- g. Enhance and standardize work-flow processes throughout that assist in achieving consistency in maintaining the critical success factors.
- h. Produce and analyze standard monthly reports that assist in the monthly forecast process.
- i. Solves difficult payment and associated business office problems.
- j. Develops and implements new procedures to improve the quality and quantity of work processed ensure policies are communicated and administered consistently.
- k. Assists in developing, implementing and administering annual capital budget and initiate corrective action to significant variances.
- l. Initiates and answers pertinent correspondence. Prepares and writes reports and maintains required records and files.
- m. Supervise the Campus Management together with and under the supervision of the administrator.

- n. Finalize and get it approved the calendar of events from CEO annually.
- o. Discipline, health and safety.

## 2. **Internal Controls**

- a. Developing and framing new policies & procedures for establishing effective internal controls Business process improvements that enhanced functionality, established common objectives, elimination of duplication and reduced monthly processing time of all reports.
- b. To ensure timely identification of weakness in all relevant areas so as to retain them within radius of immateriality and take immediate measures for the non-occurrence.
- c. Review and monitoring of log reports.
- d. Developing proper controls and up gradation of systems for the smoothness & betterment of work and achievement for desired objectives.

## 3. **Facility Management**

- a. To organize and manage the administration, support systems and activities that enables the effective running of an educational institution.
- b. The position demands for regular and active involvement in the overall assessments and upkeep of the schools, management decisions on promotions, recruitment, transfers, and standardization of various procedures across all Schools.
- c. Responsible for the formulation and delivery of the academic strategies and operational management of the School in conformity with Management Plans, strategies and procedures.
- d. S/he will be responsible for the strategic development of the School and offer academic leadership, promoting the values of scholarship, research and teaching excellence.
- e. Using information systems and preparing reports and statistics for internal and external use;
- f. Participating in the development of future information systems;
- g. Contributing to policy and planning;

- h. Organizing and facilitating a variety of educational or social activities.
- i. working on committees including academic boards, governing bodies and task groups;
- j. Assisting with recruitment, public or alumni relations and marketing activities;
- k. Drafting and interpreting regulations and dealing with queries and complaints procedures;
- l. Coordinating examination and assessment processes;
- m. Maintaining high levels of quality assurance, including course evaluation and course approval procedures;
- n. Compliance of legal requirements including valid registration and renewals at all the times;
- o. Rent agreement renewals and ensure their validity at all the times and ensure the rent payment at all the times.

#### **4. Strategic Planning**

- a. To be in line with the vision and mission of the organization and Group.
- b. Strategic Planning with forward looking approach for developing and implementing new ideas, projects, proposals, packages for overall benefit of the organization.
- c. Strategic planning to promote NPS service and increase in student turnover.
- d. Fixing revised Corporate Revenue Targets and adopting concrete measures for achievement of targeted revenue.
- e. Strategic planning for exploring new avenues.
- e. Participate in strategic planning committees or task forces as needed or assigned.
- f. Attend best practice meetings as needed in order to ensure that the Organization's service standards are being met.
- g. Serve as the primary backup to team members or their assigned groups, as needed.
- h. Ability to manage staff and foster a positive professional atmosphere.

#### **5. Marketing & Image Building and Business Development**

- a. Image Building & Projection of NPS in circles that be (Prospective Corporate Clients) through, various means mainly for business development.
- b. Networking and developing linkages with Corporate and other stake holders.
- c. To design brochures, prospectus, packages, etc.

- d. To conduct presentations to potential investors and donors and carry out efforts for the resource mobilization.

**6. Reports / Review / Analysis**

1. Prepare analytical and Management Information Reports.
2. To verify, review and analyze all daily/periodical reports generated by the software and prepared by the staff in Excel.
3. To ensure timely and proper preparation & quality presentation covering all critical aspects and in-time submission of reports of all assignments.
4. Analyzing feedback and coordinate with other department for implementing the suggestions/recommendations based upon their findings/observations.
5. Submission of all reports on the agreed time frame.

**7. IT, Involvement in Development of ERP**

- a. Active involvement in designing & implementation for ERP.
  - b. Planning and attending the coordination meetings for the implementation of the ERP.
  - c. Preparing documentation and Processes flows for the development for the ERP on **AS IS** and **TO BE** basis.
  - d. Proficiency in Microsoft Office suite (Excel, Word, Access, Outlook) required.
  - e. Cater the IT needs and requirements for the staff under supervision.
  - f. Authorizing the staff under supervision and giving user rights according to their Job position and description for the softwares used in the accounts department.
  - g. With respect to IT functions: Maintain all records of Users, Users rights, forms, formats in records etc.
  - h. Ensuring the proper taking of back-up of all soft data stored and maintained in other systems and its safekeeping at secured place and it shall be in congruence to IT Policy and procedures.
8. Carry out any other activities as assigned by the supervisor.



# NASRA PUBLIC SCHOOL (PVT) LTD.

December 31, 2015

## **Position Recruitment: Chief Operating Officer (COO)**

With the current expansion plans for Nasra Public School (Pvt) Limited, the Management recognizes the need of having an experienced Chief Operating Officer to manage the Operations and Expansion plans of Schools. The person should be experienced in the following areas:

*Project Management*

*Planning & organizing expansions*

*Financial Planning & decision making*

*Growth Strategies*

*The individual should be passionate about the cause of Education. Have strong values system and empathy for others.*

*The position will report to CEO and the Board of Directors*

The package that will be offered:

Salary Range – 250k – 300k (inclusive of all allowances)

Health Insurance worth Rs. 500k (spouse and children covered)

Company maintained Car

CV's should be sent on [hr@nasrapublicschool.com](mailto:hr@nasrapublicschool.com)

Last date of CV submission – 15<sup>th</sup> January 2016

We would like to close this position by 1<sup>st</sup> week of February 2016

If you have any queries please feel free to contact the undersigned.

**Madiha Ahsan**

**Head of HR**

**Nasra Public School (Pvt) Limited**