

#### **A. Job Description of Accounts Manager:**

The Accounts Manager will report to the Director General (Expo2020)/ Director Pavilion and will supervise and coordinate book keeping/Documentation/ Record of different streams of funds and expenditure on the Project. He/ She will be assisted by a Chartered Accountancy Firm appointed by the TDAP for the purpose. He/ She will also be responsible for:

1. Establish a mechanism for reporting of receipts/ expenditures from different streams of funds and consolidate the same in for reporting purpose in coordination with the Chartered Accountancy Firm.
2. Pre-Audit and accounting control of expenditures from the Government Funds whether in Pakistan or in Dubai
3. Generate weekly and monthly financial reports for information of senior management
4. Ensure that all previous and future expenditure documentation is consolidated at the Project Office for post audit and record keeping purpose
5. Develop detailed budgets (if required) and track item wise expenses
6. Any other related job assigned by the Director General (Expo2020)/ Director Pavilion

#### **B. Job Description of Programming Manager:**

The Programming Managers will report to Director General (Expo2020)/ Director Pavilion and will plan, supervise and coordinate all marketing and side events management in coordination with the Creative Agency and an Events Management Company appointed by TDAP. He/ She will be responsible for:

1. Planning the entire branding/ marketing campaign of the Project in coordination with the Creative Agency appointed by TDAP. Similarly, coordinate with all stakeholders and the Events Management Company to plan and execute the side events during the six months of Expo2020.
2. Detailed coordination with all Federal/ Provincial Government departments and private sector stakeholders especially the sponsors/ donors to ensure delivery of commitments.
3. Evaluating and assessing the programs/events to be performed during the period of six months of Expo 2020. This will also include:
  - a. Over all execution and monitoring of the events during Expo 2020.
  - b. Lead the planning of events/projects.
  - c. Manage and perform media production and distribution.
  - d. Overseeing programming content.
  - e. Liaison with the production team.
  - f. Steering implementation of programming.
  - g. Management of event schedule.
4. Any other job assigned by the Authority.