

Senior Coordination Officer (SCO) Terms & Conditions & KPIs

Academic, Experience & Skill requirement

1. SCO should have a degree in preferably MBA Marketing, MPhil, or masters degree in any discipline from any recognized university.
2. SCO should have the good communication skills.
3. SCO should have the administrative,documentation, presentation and management skills.
4. SCO should have the leadership qualities to lead a team.
5. SCO should have good business qualities to raise the business.

TORs

1. SCO's job is in the head office of World Educational Services located at World Trade Centre (Giga Mall). SCO will supervise and monitor company policies and provide assistance to Assistant Coordination Officer (ACOs).
2. In the head Office SCO will monitor a team of 10 Assistant Coordination Officers (ACOs) and will ensure the completion of targets from their TMOs (Team Monitoring Officers). SCOs will contact their team daily to monitor the project marketing and their performance.
3. SCO will have access of the data base of all the subjects in the software. Each SCO will be assigned a special class. She will further assign the course books of the assigned class to her team members.
4. SCO will be given access to Central reporting system (CRS) to update the data of her concerned ACOs.
5. SCO will make a comprehensive policy to mobilize her team of ACOs for a profitable business. Recommendations are always appreciated.
6. SCOs will make sure to take progress report from ACOs on daily basis. They will assign them work along with guidance and help at all levels. SCO can contact the Project director for all sorts of assistance.
7. The working hours of the SCOs are from 9am to 5pm, Monday to Saturday. Their attendance will be duly checked. They will also make sure to mark their team's attendance daily.
8. Out of Rawalpindi and Islamabad SCOs hostel facility will be available if SCO want to avail that facility then monthly 10000 will deducted in hostel charges. Pick and drop facility will be available for Rawalpindi and Islamabad SCOs if they want to avail that service then 5000 monthly will be deducted for pick and drop.

SALARY, PROBATION PERIOD & INCENTIVES.

SCO will be given fixed basic pay Rs.40000 along with following incentives. The first 10 Days will be counted as training period in which salary will not be given. 3 months will be probation period in which half salary will be given. However in the probation period incentives will be given as per the policies.

Incentives on the sale of projects by marketing team

Sr #	Projects Short Detail	Incentives
1	e Study Card (Price Rs. 2400 per Card)	Rs. 20 will be given for sale of each e Study Card in open market.
2	Online Testing & Computer Training Services (OTCTS)	1000 Per Order
3	Online Study & Testing Program (OSTP)	Rs.500 for each order of OSTP
4	Examination Development Software (EDS) Price:12000	200 For each sale of EDS.
5	Branded Message Service(BMS) Price:12000	200 For each sale of BMS.
6	Biometric Attendance System (BAS)	200 for each order and 10 rupees for each student
7	Message Alert Service (MAS)	1rupees per student.
8	Web Development Program (WDP)	1% for each order
9	Digital Marketing Campaign(DMC)	100 for 50000 messages campaign.
10	Home Automation System (HAS)	1% from each order.

BUSINESS TARGET

Every ACO can easily generate a business of 3 lacs from their team of TMOs and PMOs. A business of 3million is expected from 10 ACOs.The company expects the SCOs to generate maximum business with their team. However, a minimum of one million business per month should be achieved at all cost personal and by utilizing their team of ACOs, PMOs, TMOs & ASOs. However, If the business will be less than one million it will

fall in the category of “minimum business achieved” and will fall into red zone. Minimum Business target per month is one million. If Business per month decreases from 6 lacs then a warning will be issued from head office.If the business target is not achieved in the consecutive 3 then a final warning will be issued from the Head Office.

REPORTING

SCO will report to project director on daily basis and will update all sales in CRS regularly.

KEY PERFORMANCE INDICATORS (KPIs)

The company will issue a business sales graph showing the key performance of SCOs at the end of every month. The SCO with the highest business will qualify for an award of Rs.20000. The second highest business will be awarded Rs.15000 and Rs.10000 respectively for the third highest business of the month.

If the business exceeds from one million then the SCO will be awarded Rs.20000 as a bonus.

If the business exceeds 2 million the SCO will be awarded Rs.50000 as a bonus.

Business volume will be calculated after the deduction of marketing team salaries & incentives.

