



**PUNJAB SOCIAL PROTECTION AUTHORITY
GOVERNMENT OF PUNJAB**



JOB OPPORTUNITIES

Punjab Social Protection Authority (PSPA) is autonomous body of Government of Punjab which seeks applications from the professionals, qualified, highly talented and self-motivated candidates having domicile of province of Punjab for various posts purely on contract basis for the period of three years (extendable) as indicated below:

Sr.#	Post
1	Chief Internal Auditor
2	Director Programs
3	Director Management Information Systems (MIS)
4	General Manager Finance & Accounts
5	General Manager CTP (Conditional Cash Transfer)
6	General Manager Policy
7	Manager Finance
8	Manager HRM
9	Manager Compliance
10	Manager Database
11	Manager Accounts
12	Manager UCT (Un-Conditional Cash Transfer)
13	Manager CCT (Conditional Cash Transfer)
14	Manager Audit
15	Manager Legal
16	Manager System Analyst
17	Manager Coordination
18	Economist
19	Policy Officer
20	Enrolment Officer
21	Audit Officer
22	Finance & Accounts Officer
23	Research Officer
24	Procurement Officer
25	Development Officer
26	Communication Officer
27	Assessment Officer
28	Project Officer
29	Data Analyst
30	Software Engineer/Developer (Enterprise Desktop apps)
31	Software Support Officer
32	GRM Officer (Grievance Redressal Mechanism Officer)
33	Graduation Officer
34	Key Punch Operators
35	Office Peon

پاکستان کے روزنامہ سرکاریہ
ABC
CERTIFIED
بائعہ تصدیق شدہ شاعت

THE DAILY JANG LAHORE

روزنامہ جنگ لاہور

بانی: میر غلام احمد

جلد 45

شمارہ 159

بیت 2081

مارچ 2024

19 مارچ 1445

8 رمضان المبارک

GENERAL INSTRUCTIONS:

- The detailed job description, qualification, experience and eligibility criteria is available on PSPA website www.pspa.punjab.gov.pk and Punjab Job Portal <https://jobs.punjab.gov.pk>
- All eligible aspirants as per criteria shall apply online <https://jobs.punjab.gov.pk> and must submit hardcopy of application along with the attested copies of CNIC, photograph, and all academic and professional testimonial & credentials and evidence of online submission of application through post or courier.
- Employees of Government, Semi-Government, Autonomous bodies shall apply along with No Objection Certificate (NOC) from their departments. The application without NOC will not be shortlisted for test/interview.
- The experience mentioned in criteria will be the post qualification experience.
- Observance of quota against person with disabilities and minorities shall be according to the prevailing policy of the government.
- PSPA is an equal opportunity employer. Females and transgenders are encouraged to apply.
- Only shortlisted candidates shall be called for interview. No TA/DA is permissible for test/interview.
- Candidates who intend to apply for more than one post shall submit separate application for each post.
- In case of selection, HEC verified degrees shall be required and in case of foreign degree, HEC equivalence is essentially required before appearing the interview.
- The advertisement does not confer any right of appointment.
- The number of posts in each category may increase/decrease as per requirement.
- PSPA management reserve the right to withhold, terminate or cancel the process of appointment on against the above posts or any of the above-mentioned posts at any time without assigning any reason. In case of any job-related query, send email career@pspa.punjab.gov.pk or call at 042-992232359-60
- The last date for submission of application is 02-04-2024.

GENERAL MANAGER (ADMN & HR)

Punjab Social Protection Authority

78-79 Block-D, Wahdat Road, Muslim Town, Lahore.

IPL-2244

042-992232359-60



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Sr.#	Post	No. of Posts	Age limit	Qualifications/ Experience/Skills
1	Chief Internal Auditor	01	Below - 55 years	<ul style="list-style-type: none"> Member of recognized body of professional accountants or Certified Internal Auditor or Certified Fraud Examiner or Certified Internal Control Auditor from a University / Institute recognized by HEC. Minimum 10 years' relevant audit experience with a reputable organization. Completion of articles from one of the top four audit firms will have an added advantage.
2	Director Program	01	Below - 55 years	<ul style="list-style-type: none"> Master Degree in Business Administration, Public Policy, Social Policy, Social Development, Economics or Public Administration / Social / Management Sciences from an HEC recognized foreign or local university. Minimum 8 Years' relevant work experience, at least 03 year of which should be in social protection program designing & implementation Proficient in the use of MS office.
3	Director Management Information Systems	01	Below - 55 years	<ul style="list-style-type: none"> MBA with specialization in ITM (Information Technology Management, MSc/MS (or international equivalent) in Computer Science or related is required. 8 Years' IT Management experience PMP certification is essential. High level of understanding of software development, systems management & Integration and top tier web 2.0 application architectures. Familiarity with agile development methodologies (Scrum and Extreme Programming)
4	General Manager Finance & Accounts	01	Below - 50 years	<ul style="list-style-type: none"> MBA / MSc Accounting, CA, ACMA / ACCA. Masters in Economics, Finance, Management Sciences and related qualifications. 06 years' experience in Financial Management, Planning and budgeting, preferably part of it in providing payment solutions to low-income groups. Working knowledge of the public sector accounting and regulatory mechanism, payment, financial modeling and grievance redressal

				<p>mechanisms of large-scale beneficiary services will be an added advantage</p> <ul style="list-style-type: none"> • Proficient in the use of MS office • Ability to handle accounting software, databases and other IT related applications essential for the job.
5	General Manager CTP (Cash Transfer Program)	01	Below - 50 years	<ul style="list-style-type: none"> • Master Degree in Business Administration, Public Policy, Social policy, Social Development, Economics or Public Administration / Social / Management Sciences from an HEC recognized foreign or local university. • Minimum 06 years' relevant work experience, at least 2 years of which should be in managing cash transfer / social assistance programs • Proficient in the use of MS office.
6	General Manager Policy	01	Below - 50 years	<ul style="list-style-type: none"> • Masters' degree in Economics, Public Policy, Social Policy, Social Development or related Social Sciences from an HEC recognized foreign or local university. • Well-documented relevant experience of 06 years in public or voluntary sector, at least 2 years of which should be in research and policy analysis roles. • Experience in Social Protection policy analysis in Pakistan will be an added advantage. • Proficient in the use of MS office and other quantitative and qualitative software).
7	Manager Finance	01	Below - 40 years	<ul style="list-style-type: none"> • MBA / MSc Accounting, CA, ACMA / ACCA, Finance, Management Sciences and related qualifications. • 03 years' experience in Financial Management, Planning and budgeting, preparation of financial statements and analytical reports • Proficient in the use of MS office • Ability to handle accounting software. Databases and other IT related applications essential for the job.
8	Manager HRM	01	Below - 40 years	<ul style="list-style-type: none"> • Master /MBA Human Resource. • Minimum 03 years' relevant work experience. • Knowledge of rules of business of Government of the Punjab and working experience in dealing with major government department and agencies in Punjab will be an added advantage.
9	Manager Compliance	01	Below - 40 years	<ul style="list-style-type: none"> • Masters' Degree in HRM, Business / Public Administration / other administrative sciences. • Minimum 03 years' relevant work experience • Knowledge of rules of business of Government of the Punjab and working experience in dealing with major government department and agencies in Punjab. • Proficient in the use of MS office

10	Manager Database	01	Below - 40 years	<ul style="list-style-type: none"> • Graduation in IT/Computer Science. • 03 Years' relevant experience • Certification in database administration • Well versed in data analytics and dashboards
11	Manager Accounts	01	Below - 40 years	<ul style="list-style-type: none"> • MBA / MSc Accounting, CA, ACMA / ACCA, Finance, Management Sciences and related qualifications. • 03 years' experience in Financial Management, Planning and budgeting, preparation of financial statements and analytical reports • Proficient in the use of MS office • Ability to handle accounting software, databases and other IT related applications essential for the job.
12	Manager UCT (Un-Conditional Cash Transfer)	01	Below - 40 years	<ul style="list-style-type: none"> • Masters' Degree in Statistics, Economics, Social Development, or Public Administration / Management/Social Sciences. • Minimum 03 years' relevant work experience, preferably in cash transfer programs/social protection • Proficient in MS Office.
13	Manager CCT (Conditional Cash Transfer)	01	Below - 40 years	<ul style="list-style-type: none"> • Master's degree in Statistics, Economics, Social Development, or Public Administration / Management / Social Sciences. • Minimum 03 years relevant work experience, preferably in cash transfer programs / social protection • Proficient in MS Office.
14	Manager Audit	01	Below - 40 years	<ul style="list-style-type: none"> • Member of recognized body of Professional accountants or Certified Internal Auditor or Certified Fraud Examiner or Certified Internal Control auditor from a University / Institute recognized by HEC or Master's degree in Finance / Accounting from HEC recognized university. • Minimum 03 years' relevant audit experience with a reputable organization. • Completion of articles from a registered audit firm will have an added advantage.
15	Manager Legal	01	Below - 40 years	<ul style="list-style-type: none"> • LLM from a recognized local or foreign University / Institution / Board recognized by HEC. • Enrolment as Advocate in Bar Council • Minimum 03 years' experience of practice at Bar and / or Judicial service and/or having experience of working with reputed solicitor firm and/or as a Law Officer in the Legal Dept. of a Scheduled Commercial Bank or in a Public Sector organization.
16	Manager System Analyst	01	Below - 40 years	<ul style="list-style-type: none"> • MSC/MBA degree with specialization in ITM (Information Technology Management), or international equivalent in Computer Science or related fields of study. • 03-years' experience in Software Engineering & design.

				<ul style="list-style-type: none"> Excellent command on Web/application and Database technologies (including dot net, Web Services, APIs, Front End Design).
17	Manager Coordination	01	Below - 40 years	<ul style="list-style-type: none"> Graduation in Project Management, Public Policy, Sociology, Social Development, Economics or Public Administration/Management Sciences. 05 years' experience in all aspects of MIS PMP Certification preferred. High level of understanding of software development, systems management & integration and top tier web 2.0 application architectures. Excellent command on Web/application and Database technologies (including. Net Oracle. ASP. Net JAVA, Web services). Familiarity with agile development methodologies (Scrum and extreme Programming).
18	Economist	01	Below - 35 years	<ul style="list-style-type: none"> Masters' degree or 16 years of education in Economics or economics focused subject. 2 years' experience in socio-economic research and policy analysis Proficient in the use of IT programs and analytical software like SPSS and NVivo. Publications with reputable journals / other publishers will be an advantage.
19	Policy Officer	01	Below - 35 years	<ul style="list-style-type: none"> Masters' degree in Economics, Public Policy, Social Policy, Social Development or related Social Sciences from an HEC recognized foreign or local university. Minimum 2 years relevant experience Excellent research, policy analysis with analytic capacity and ability to synthesize programs outputs and relevant findings for the preparation of quality reports Proficient in the use of MS office
20	Enrolment Officer	01	Below - 35 years	<ul style="list-style-type: none"> Masters' degree in Economics, Public Policy, Social Policy, Social Development or related Social Sciences from an HEC recognized foreign or local university. Minimum 2 years' relevant experience Working knowledge of resource mobilization, coordination, enrollment process, establishment of registration centers. Proficient in the use of MS office
21	Audit Officer	01	Below - 35 years	<ul style="list-style-type: none"> Master degree in Finance, Accounting, Business Administration, CA, ACMA, ACCA or related qualifications Minimum 02 years' relevant experience in financial management, planning and budgeting with working knowledge of the public sector

				<p>accounting and regulatory mechanisms.</p> <ul style="list-style-type: none"> • Demonstrated ability in preparing and presenting periodical financial reports of various projects to the senior management / Board of Directors. • Ability to handle accounting software, databases and other IT related applications essential for the job.
22	Finance & Accounts Officer	01	Below - 35 years	<ul style="list-style-type: none"> • Master's degree in Finance, Accounting, Business Administration, CA, ACMA, ACCA or related qualifications. • 02 years' experience in Budgeting, Accounting, Finance and related areas. • Past experience of working with organizations which are involved in cash transfers to low-income – needy groups is highly desirable. • Ability to handle accounting software, databases and other IT related applications essential for the job.
23	Research Officer	01	Below - 35 years	<ul style="list-style-type: none"> • Master Degree in Social Sciences • Minimum 02 years work experience in research, analysis, and report writing. • Expertise in rigorous quantitative and qualitative research and analytical tools • Publications with reputable journals / other publishers will be an advantage.
24	Procurement Officer	01	Below - 35 years	<ul style="list-style-type: none"> • Master's degree in commerce, Business Administration, Public Administration, Accounting. • 02 years' experience on public sector procurement and regulatory mechanisms such as PPRA/International Development Partner Procurement Rules. • Proficient in MS Office.
25	Development Officer	01	Below - 35 years	<ul style="list-style-type: none"> • Masters in Statistics, Economics, Social Development, or Public Administration / Management Sciences. • Minimum 02 years' relevant work experience. Knowledge of rules of business of Government of the Punjab and working experience in dealing with major government department and agencies in Punjab will be an added advantage • Proficient in the use of MS Office
26	Communication Officer	01	Below - 35 years	<ul style="list-style-type: none"> • Masters' Degree in Media Communications, Public Administration, or related Administrative or Social Sciences. • 02 years' relevant experience in preparing various brochures and pamphlets, social networking platforms and media outreach. • Knowledge of Information collection, data maintenance, report writing and dissemination techniques. • Proficient in the use of MS office.

27	Assessment Officer	01	Below - 35 years	<ul style="list-style-type: none"> • Master's degree in Statistics, Economics, Social Development, or Public Administration / Management Sciences. • 02 years' relevant experience in Public or voluntary sector. • Expertise in developing TORs for impact assessments will be an added advantage • Ability to handle accounting software, databases and other IT related applications essential for the post.
28	Project Officer	01	Below - 35 years	<ul style="list-style-type: none"> • Masters' Degree in Business Administration, Public Policy, Social Policy, Social Development, Economics or Public Administration / Social Management Sciences from and HEC recognized foreign or local university. • Minimum 02 years' relevant working experience in social protection program designing & implementation. • Working knowledge of development of project documents/program proposals will be an added advantage. • Proficient in the use of MS office.
29	Data Analyst	01	Below - 35 years	<ul style="list-style-type: none"> • Graduation in Statistics, Economics, Social Development, or Public Administration / Management Sciences. • 02 years' experience in Public or voluntary sector. • Excellent command on web / application and Database technologies (including. NET Oracle. ASP. Net JAVA, Web Services).
30	Software Engineer/Developer (Enterprise Desktop apps)	01	Below - 35 years	<ul style="list-style-type: none"> • Graduation in CS/IT related field. • 02 years of relevant experience in software development. • Experience and skills in desktop, enterprise, web based and mobile application & software design & development and related technologies.
31	Software Support Officer	01	Below - 35 years	<ul style="list-style-type: none"> • Graduation in CS/IT related field. • 02 years of experience in network & system support. • Experience and skills in system software, hardware, network, installation, configuration and trouble shooting.
32	GRM Officer (Grievance Redressal Mechanism Officer)	01	Below - 35 years	<ul style="list-style-type: none"> • Master Degree in Economics, Social Policy, Project Management, Social / administrative sciences. • Minimum 02 years' relevant experience in cash transfer / social assistance / social protection. • Experience on Complaints management will be preferred • Proficiency in multiple local languages will be an added advantage. • Proficient in MS Office.

	Graduation Officer	01	Below - 35 years	<ul style="list-style-type: none"> • Master Degree in Economics, Social Policy, Project Management, Business Administration, Finance or related Subjects. • Minimum 02 years' relevant experience with Public or voluntary sector, in designing and implementing cash transfer and exit strategies. • Proficient in the use of IT programs and applications required for the job.
34	Key Punch Operators	05	18-30	<ul style="list-style-type: none"> • Intermediate or equivalent • 6-month certificate/diploma from recognized institute in MS Office. • Knowledge of typing with speed of 10,000 keys depression per hour • Working experience in the relevant filed will be preferred.
35	Office Peon	04	18-30	<ul style="list-style-type: none"> • Matric • Preference will be given to work experience.

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GENERAL MANAGER (ADMN & HR)
Punjab Social Protection Authority
 78-79 Block-D, Wahdat Road, Muslim Town, Lahore.
 042-992232359-60

JOB DESCRIPTIONS

1. Chief Internal Audit

- To ensure that the Board, Chief executive Officer, staff, external auditor, and related government departments receive the requested financial, accounting and auditing reports on time.
- To ensure completion of annual internally and externally and satisfactory letters are received from the auditors (such letter to be mailed directly to Chief Executive Officer and Deputy CEO/Chief Operating Officer).
- To ensure that financial information system are efficient in serving the needs of the organization in accordance with the public sector rules and regulations.
- To prepared the replies of external auditor/ Auditor General of Pakistan observations/ advance pars/ draft paras.
- To attend the meetings of DACs/PACs and submit the point of view of the Authority as per rules, regulations.

2. Director Programs

- Direct, plan and coordinate the work of the programmes staff including supervision and evaluation, training and team building.
- Organize and attend departmental meetings to maintain effective communication.
- Ensure smooth planning, execution and feedback of all programmes activities including the annual development programme.
- Responsible for the implementation, management, supervision and evaluation of all activities of the programmes in accordance with PSPA standards, board/government directions.
- Remain up-to-date on all modifications to the Board/government guidelines and implementing the same in a timely and organized manner.
- Compile, maintain and report on the monthly, quarterly and annual programmes statistics (both current sides and ADP).
- Prepare annual report of PSPA programmes and their performance.
- Analyze trends in the programme, identifying issues and developing and recommending solutions to the chief executive officer.
- Implement, manage, supervise and evaluate all activities related to the PSPA programmes.
- Develop, implement and evaluate recruitment strategies to support PSPA.
- Responsible for the expansion of the programmes forming partnerships where appropriate
- Compile, analyze and report on various trends in the programmes
- Periodical contact with current and prospective partners for optimal functioning of existing and future collaborations.
- Scoping and advocacy for new partnerships, funding and collaborating for opportunities.
- Responsible for the implementation, management, supervision and evaluation of all activities related to the community access programmes and social development programmes including skills development workshops.
- Responsible for ensuring skills development workshops are relevant in topic and targeted for the appropriate4 audiences

- Identify and form appropriate partnerships for the delivery of workshops and the programmes
- Supporting the programmes committee and other committees as assigned.
- When appropriate opportunities arise, the director will participate in national and regional committees.
- Any other responsibilities and functions as time to time assigned by the board, chief Executive Officer or Deputy CEO of PSPA.

3. Director MIS

- To develop IT and technology strategy, business plans, financial forecasting for IT systems and operations management.
- Develop standard procedures for IT system of PSPA including purchases, services, security, disaster recovery, etc.
- Responsible for design, operation, and maintenance of PSPA website, portals and dashboard to be created for different programs.
- To manage data of different programs of PSPA and make it available for any future interventions
- To ensure performing operational risk assessments and implement mitigation solutions etc.
- To identify recommend different systems to the PSPA management to meet programs need.
- Responsible for designing and implementing application integration to support new workflow.
- Develop and analyze systems that are to be used by the employees if PSPA
- Develop strategies that are to be used in implementation of software and hardware systems.
- Responsible for maintenance of the computer systems and make sure that all the departments are functioning properly.
- Responsible for negotiation and administration of service agreements/contracts with vendors.
- Provide training and necessary assistance for the employees involved in implementation and maintenance of the IT system.
- Develop different systems for PSPA like MIS, ERP etc.
- To ensure the security of an organization's network and electronic documents.
- Any other assignment assigned by the Chief Executive Officer or Deputy CEO/COO of PSPA.
- For any other responsibilities and functions as time to time assigned by the Board, Chief Executive Officer or Deputy CEO of PSPA.

4. General Manager Finance & Accounts

- To develop of Payments Manual containing SOPs for payment delivery and reconciliation mechanism.
- To design and implemented province-wide project f making payments to beneficiaries through selected mode of payments.
- To develop payment protocols and the reconciliation process for the generation of payments to the beneficiaries.
- To review the agreements signed between PSPA and payment agencies on the payment delivery system and secure its implementation in all PSPA entities.
- To lead the establishment of the Payment Complaints system within PSPA on all operational levels (Provincial, District and Tehsil level)
- To prepare of annual payment schedules and take approval form Board, CEO PSPA and assigned officers.

- To prepare annual budget for beneficiary payments (consisting of the expected amounts needed for beneficiary payments, commission for payment agencies and other partnering agencies)
- To monitor the Payment Process throughout the payment period.
- To identify and pilot alternate payment mechanism;
- To ensure timely delivery of reports on payments (monthly, quarterly, half yearly and yearly for Stakeholder Management Including payment agencies, government agencies (federal, Provincial and Regional)).
- To act as key member of the Programme' strategic and planning team for preparation of third party payments validation mechanism in coordination with M & E.
- For other tasks as assigned by the Board, Chief Executive Officer and other seniors.
- Analyze social and economic problems and trends in Punjab, their implications for social protection and propose responses in respect of such issues and trends.
- Conduct policy research to identify potential policy options for enhancing coverage and efficiency of social protection system in the Punjab.
- Provide suggestions for improving the design of current social protection policies and programs in the light of evaluation of policies and programs and best practices worldwide.
- Analyze economic and statistical data related to social protection that feeds in to policy briefs and reports for decision making by the higher management of the PSPA.
- Use monitoring information provided by M&E section to study existing social protection programs and recommend their reorganization, consolidation or amalgamation with other social protection programs for the sake of improved efficiency and effectiveness.
- Prepare policy papers and reports that set out policies to meet social protection targets.
- Produce policy updates and briefs on social protection (SP) situation for SP decision-making.
- Undertake and help in generating studies/research on emerging social protection issues
- Participate in and contribute towards social policy related activities of other social development players in Punjab and Pakistan.
- Provide technical support in monitoring & evaluation of social protection programs where needed.
- Facilitate PSPA's policy engagement, teaching, training and research partnerships with the Government, development partners, civil society, academia and the private sector.
- Provide technical support in the arrangement of workshops/seminars related to social policy.
- Any other task assigned by the PSPA management.

5. General Manager Cash Transfer Program (CTP)

- Implement Cash Transfer Programs (CTPs) of the PSPA and ensure successful distribution of payments
- Analyze current social protection policies and initiatives and identify gaps where new conditional cash transfer programs may be needed
- Develop program proposals to identify potential program options for enhancing the coverage and effectiveness of social conditional cash transfer programs in the Punjab
- Provide suggestions for improving the design of the current cash transfer programs in the light of monitoring and evaluation findings
- Identify best practices and lessons learnt for improving the cash-based initiatives of PSPA
- Support the field teams of PSPA/partner departments in the identification and assessments of beneficiaries of the project according to eligibility criteria
- Ensure all grievances related to cash transfer programs are addressed

- Serve as the focal person for PSPA's implementing partners; maintain cordial and constructive relations, and ensure regular meetings and coordination
- Ensure that effective systems are in place to monitor compliance with the conditionality of CCT programs
- Directly monitor the implementation of cash transfer programs as well as using monitoring information provided by M&E section and proposing mid-course corrections
- Support in managing data of the beneficiaries and payments in collaboration with MIS/Finance/M&E Departments
- Any other task assigned by the PSPA management

6. General Manager Policy

- Analyze social and economic problems and trends in Punjab, their implications for social protection and propose responses in respect of such issues and trends.
- Conduct policy research to identify potential policy options for enhancing coverage and efficiency of social protection system in the Punjab.
- Provide suggestions for improving the design of current social protection policies and programs in the light of evaluation of policies and programs and best practices worldwide.
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- Provide technical support in monitoring & evaluation of social protection programs where needed.
- Facilitate PSPA's policy engagement, teaching, training and research partnerships with the Government, development partners, civil society, academia and the private sector.
- Provide technical support in the arrangement of workshops/seminars related to social policy.
- Any other task assigned by the PSPA management.

7. Manager Finance

- Coordinate and develop the activities related to preparation of the PSPA's annual budget; review departmental budget submittals and make recommendations;
- Participate in budget meetings; maintain computerized budget system; assist in revenue projection and analysis; assemble preliminary and final budget document; assist in the design and implementation of systems and forms for use in budgeting operations.
- Seek timely approval and release of budgeted funds from Government of the Punjab.
- Assist in developing and maintaining expenditure and revenue forecasts; monitor expenditure and revenue activity; prepare reports related to budgetary issues; review, authorize and process requests for amendments to the budget; review requests for continuing appropriations.
- Evaluate fiscal policies and procedures and make recommendations as necessary; implement and monitor fiscal practices and procedures.

- Supervise the activities of the accounts payable section and ensure that expenditures are appropriate and in compliance with budgetary and legal requirements.
- Liaise with other departments like P&D, FD & AG etc.
- Oversee the daily accounting activities required to maintain the Authority's general ledger. Supervise, direct, and review the work of the accounting staff (including, but not limited to, cash reconciliations, SDA/Bank accounts statement reconciliations, check runs, accounts receivable transactions, fixed asset activity, payroll, accounts payable transactions, advances activity, recording of revenue and expenses, etc.).
- Maintain organized set of detailed records and files to document financial transactions. Resolve complex accounting issues or assist other Authority personnel in resolving financial issues.
- Review general ledger on a monthly basis to ensure accuracy of posting. Produce financial reports involving the Authority's accounts for management meetings.
- Coordinate monthly, quarterly, and annual closing activities.
- Produce quarterly, interim and final financial reports.
- Make and implement recommendations to improve accounting processes and procedures.
- Plan, direct, coordinate and review the work plan for accounting staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
- Perform other duties as assigned or required.

8. Manager HRM

- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Maintains organization staff by establishing a recruiting, testing, and interviewing program; counseling directors on candidate selection; conducting and analyzing exit interviews; recommending changes.
- Timely completion of all codal formalities for recruitment procedures.
- Prepares employees for assignments by establishing and conducting orientation and training programs.
- Maintains a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions.
- Ensures planning, monitoring, and appraisal of employee work results by assisting seniors to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees.
- Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management.
- Ensures legal compliance by monitoring and implementing applicable human resource requirements; conducting investigations; maintaining records; representing the organization at hearings.
- Take timely Disciplinary actions against employees wherever necessary.
- Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Maintains historical human resource records by designing a filing and retrieval system keeping past and current records.
- Help in maintaining human resource staff in recruiting, selecting, orienting, and training employees.

- Maintains human resource staff job results by counseling and disciplining employees; planning, monitoring, and appraising job results.
- Contributes to team effort by accomplishing related results as needed.

9. Manager Compliance

- Conduct periodic internal reviews or audits to ensure that compliance procedures are followed.
- Conduct or direct the internal investigation of compliance issues
- Assess product, compliance, or operational risk and develop risk management strategies.
- Conduct environmental audits to ensure adherence to environmental standards.
- Identify compliance issues that require follow-up or investigation.
- Disseminate written policies and procedures related to compliance activities.
- File appropriate compliance reports with regulatory agencies.
- Evaluate testing procedures to meet the specifications of environmental monitoring programs.
- Serve as a confidential point of contact for employees to communicate with management, seek clarification on issues or dilemmas, or report irregularities.
- Maintain documentation of compliance activities, such as complaints received or investigation outcomes.
- Discuss emerging compliance issues with management or employees.
- Collaborate with admin and human resources department to ensure the implementation of consistent disciplinary action strategies in cases of compliance standard violations.
- Provide employee training on compliance related topics, policies, or procedures.
- Prepare management reports regarding compliance operations and progress.
- Monitor compliance systems to ensure their effectiveness.
- Develop or implement environmental compliance plans for programs, such as air quality, storm water, wastewater treatment, hazardous waste management, pollution prevention, or solid waste management.
- Review or modify policies or operating guidelines to comply with changes to environmental standards or regulations.

10. Manager System Analyst

- To provide technical expertise and recommendations in assessing new IT software projects and initiatives to support and enhance our existing Microsoft based systems.
- To provide application support and enhancements to existing applications.
- To define system requirements, priorities, and viable alternatives.
- To troubleshoot technical issues and identify modification needed in existing applications to meet changing user requirements.
- To analyze data contained in the PPA database and identify data integrity issues with existing and proposed systems and implement solutions.
- To ensure maintenance and safety of PSPA data/record.
- To discharge any other responsibilities and functions as time-to-time assigned by the seniors.

11. Manager Unconditional Cash Transfer (UCT)

- Manager People with Disabilities (PWDs) and other relevant programmes, ensuring an appropriate and effective response to the beneficiaries needs.
- Ensure delivery of a secure and accountable cash assistance programme that reaches the most vulnerable people and their families.

- Support advocacy activities to ensure the needs of people are understood and addressed by BOP and Zong involved in the responses.
- Ensure effective collaboration with and support to local partner organizations.
- Support and oversee the development of high quality proposals to donors (private and institutional).
- Ensure appropriate security policy and procedures are implemented to ensure the safety of the transfers and the organization's assets.
- Cooperate with communication team to ensure effective public communication on the programme.
- Develop and document appropriate mechanism for unconditional cash transfers, ensuring that transfers adhere to PSPA's policies and procedures and that effective, transparent accounting procedures are in place.
- Establish and maintain transparent, functional relationships with target communities.
- Ensure daily activities at the field level follow implementation guidelines.
- As appropriate and necessary, mediate any conflicts between beneficiaries and PSPA.
- Develop implementation guidance on family selection criteria for participation in UCT.
- Perform other related duties, projects, and assignments as requested.

12. Manager Coordination

- Develop & Institute SOPs for the use of IT, Email & Equipment across departments and projects.
- Act as link between end users and higher level support
- Collaborate with other professionals to maintain standards and functionality
- Coordinate with internal & external entities for sharing of data & information, ensuring data related SOPs implementation; keep record of data incoming & outgoing.
- Responsible for MIS Wing related documentation, record keeping, communication, meetings management, taking minutes, dissemination, and follow-ups.
- Supervise system support and data entry/digitization teams.
- Coordinate with Contact Center/Call Center, Infrastructure, communication services provider, and other vendors for SLAs.
- Conduct surveys, prepare IT related procurement documents (Tenders, RFPs, TORs) and service agreements/MOUs etc.
- Assist General Manager MIS in preparation of annual budget, planning documents, presentations & reports.

13. Manager Conditional Cash Transfer programe (CCT)

- Assist and support in establishing systems and procedures for the management, administration and monitoring of social mobilization and capacity development activities.
- Support and facilitate in planning, designing and organizing social mobilization, registration of potential beneficiaries, capacity strengthening, communication campaigns and awareness activities periodically in consultation of key stakeholders as per requirement/need of the project.
- Ensure that capacity development activities, awareness-raising activities and information dissemination particularly in social mobilization reach to target beneficiaries.
- Ensure promotion of sense of ownership among the beneficiaries through community engagement activities or design appropriate activities for the enhanced beneficiaries' involvement.

- Conduct and attend meetings, trainings and workshops as well as review community based activities, including appraisals, surveys, monitoring and follow up support etc., as the case may be.
- Coordinate with committees, community groups, local government bodies, etc. directly linked to the project and ensure efficient mobilization and registration process execution as and when required.
- Coordinate and establish network for the social mobilization, when required and as deemed necessary, with other stakeholders operating for the cause of social protection.
- Programs feedback satisfaction level may be assessed.
- Work in close liaison with implementation partners and other stakeholders for smooth mobilization of beneficiaries as and when required.
- Prepare and submit periodic progress reports as and when required.
- Any other task assigned by the PSPA management

14. Manager Legal

- Give accurate and timely counsel to executives in a variety of legal topics (labor law, partnerships, international ventures, corporate finance etc.)
- Collaborate with management to devise efficient defense strategies against legal bindings.
- Specify internal governance policies and regularly monitor compliance.
- Research and evaluate different risk factors regarding business decisions and operations.
- Apply effective risk management techniques and offer proactive advise on possible legal issues.
- Communicate and negotiate with external parties (regulators, external counsel, public authority etc.), creating relations of trust.
- Draft and solidify agreements, contracts and other legal documents to ensure the authority's full legal rights.
- Deal with complex matters with multiple stakeholders and forces.
- Provide clarification on legal language or specifications to everyone in the organization.
- Maintain current knowledge of alterations in legislation.
- Drafting and vetting of MOA, MOU, Bank guarantee, Indemnity Bonds if any, Undertakings and authority letters, vendor contracts, etc.
- Drafting and Vetting of all legal documents and co-ordination with the panel of lawyers to ensure documents are legally sound.
- Management of all legal cases and represents PSPA on court hearings.

15. Manager Audit

- Identify risk and manage
- Produce report highlighting issues and providing potential solutions
- Active engagement with senior staff to gain a good understanding of the business
- Supervise, coach and develop junior members of staff within teams
- Ensure compliance with internal (audit methodology and risk management) and external (regulatory) requirements.

16. Manager Accounts

- Obtain and maintain a thorough understanding of the financial reporting and general ledger structure.
- Ensure an accurate and timely monthly, quarterly and year end close.
- Ensure the timely reporting of all monthly financial information
- Assist the concerned GM in the daily banking requirements.

- Ensure the accurate and timely processing of positive pay transactions.
- Ensure the monthly and quarterly Bank Compliance activities are performed in a timely and accurate manner.
- Supports budget and forecasting activities.
- Collaborates with the other finance department managers to support overall department goals and objectives.
- Monitors and analyzes department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy.
- Advises staff regarding the handling of non-routine reporting transactions.
- Responds to inquiries from the Director of Finance, Controller, and other finance and firm wide managers regarding financial results, special reporting requests and the like.
- Assist concerned GM to ensure a clean and timely year end audit.
- Ensure all financial reporting deadlines are met.
- Assist in development and implementation of new procedures and features to enhance the workflow of the department.
- Provide training to new and existing staff as needed.
- Handle personnel issues relating to staff conflicts, absenteeism, performance issues, etc.
- Work with each direct report to establish goals and objectives for each year and monitor and advise on the progress to enhance the professional development of staff.

17. Manager Database

- Plan, design and develop databases.
- Database Administration.
- Backup & Recovery.
- Disaster & Recovery Planning.
- Query Processing
- Custom Reports, Analytics & BI.
- Data Migration Strategy & Implementation.
- Disaster Recovery Planning.
- MS Data Quality Services.

18. Economist

- Analyze macroeconomic situation in Pakistan and socio-economic problems and trends in the Punjab and their implications for the poverty, vulnerability and social protection in the Punjab.
- Use economic models and frameworks for analyzing various socio-economic issues in Pakistan and Punjab and present the findings lucidly.
- Study the social protection literature and analyze social protection practices around the world to inform the management of how social protection is working around the world and what lessons can be learnt from international experience.
- Analyze current social protection policies and initiatives, identify areas for new interventions and improvement of existing interventions (improved coverage, efficiency, effectiveness, sustainability etc.) and suggest the actions needed.
- Support the development of social protection policies with attention to fulfilling the social protection goals.
- Analyze economic/statistical data (including M&E data) related to social protection that feeds in to policy briefs and reports for decision making by the higher management of PSPA.
- Support in applying modern research methods to impact evaluation of social protection programs.

- Support in preparing policy papers, reports and briefs etc. prepared by the policy wing.
- Support in collection and management of the quantitative and qualitative data needed by PSPA.
- Any other task assigned by the management.

19. Policy Officer

- Conduct research and analysis of existing and emerging programmes and policy areas related to vulnerable/ low-income of the society.
- Evaluate the effects of existing policies, and report their findings to the PSPA management and Board.
- Evaluate findings of various research methods and employ innovative approaches to research projects on new or expanding programmes and policy areas.
- Identify and pursuer government, private and donors initiative, including creation of proposals, and supporting documentation.
- Prepare / produce policy briefs, memos, and reports as required by PSPA management and Board.
- Analyze social problems as indicated by PSPA management and develop policies address them.
- Conduct policy research and drafting, working closely with the other department of the Government of Punjab.
- Prepare drafts on the policy issues and to respond to other departments / organization query / information, requests.
- Any other responsibilities and functions as time to time assigned by the seniors in PSPA.

20. Enrollment Officer

- Design enrollment and graduation model(s) for all social protection initiatives for PSPA, process flows, and implementation plans to execute graduation programmes to the identified beneficiaries.
- Prepare TORs for enrollment of the beneficiaries in the programmes.
- Prepare all type of contracts pertaining to the enrolment.
- Generate data of eligible beneficiaries and provide it to Partner organization(s) for the execution of the programmes.
- Supervise the establishment of enrollment centers.
- Supervise the distribution of benefits to the beneficiaries.
- Coordinate with Partner organization(s) on enrollment process.
- Coordinate with MIS Department for day-to-day troubleshooting during the enrollment process.
- Prepare enrollment & Graduation manual(s) of PSPA programmes as and when required.
- Discharge any other responsibilities and functions as time to time assigned by the seniors.

21. Graduation Officer

- Design graduation model(s) for all social protection initiatives for PSPA, process flows, and implementation plans to execute graduation programmes to the identified beneficiaries.
- Prepare TORs for graduation of the beneficiaries in the programmes.
- Prepare all type of contracts with Manager Legal pertaining to the graduation programs.
- Generate data of eligible beneficiaries and provide it to Partner organization(s) for the execution of the programmes.
- Supervise the distribution of benefits to the beneficiaries.
- Coordinate with partner organization(s) on graduation process.

- Coordinate with MIS Department for day-to-day troubleshooting during the graduation process.
- Prepare Graduation manual(s) of PSPA programmes as and when required.
- Discharge any other responsibilities and functions as time to time assigned by the seniors

22. GRM Officer

- Coordinate with partners on structuring a standardized and effective mechanism to address complaints and grievances.
- Developing and maintaining a grievance redressal monitoring tool for PSPA
- Putting in a place a robust MIS on client level grievance and it's resolution
- Developing an Integrated Grievance Management System (IGMS) for PSPA
- Putting in place an outbound call network system to clients for verification of grievances date and following up on the calls
- Review of the grievance redressal mechanism at periodic intervals
- Review the status of complaints being redressed at periodic intervals
- Ensuring compliance with the statutory requirements as laid down in the regulatory framework
- Quarterly preparation of stakeholders grievance redressal report for the Board
- Making any other report that may be required as and when required.

23. Audit Officer

- Plan and perform operational and financial audits.
- Oversee operation of the finance department, set goals and objectives, and design a framework for these to be met.
- Prepare audit checklists for effective and timely completion of Audit.
- Ensure that the audit programmes are comprehensive, i.e. coverage of all activities of the function under audit.
- Develop recommendations and reports, based on audits.
- Conduct compliance & follow up review of implementation of audit recommendations.
- Provide financial reports and interpret financial information to managerial staff whole recommending further courses of action.
- Prepare periodical reports/statements.
- Maintain financial files and records.
- Help / Support Finance Department (PSPA) to prepare Financial Manual.
- Discharge any other responsibilities and functions as time to time assigned by the seniors.

24. Finance & Accounts Officer

- Undertake day-to-day budget system administration, maintenance of master data, and timely resolution of any unusual items.
- Execute budgetary control functions, through enforcement of the budget policies, availability controls, analyses of the budget and its reconciliation.
- Enhance budget data quality and integrity through implementing controls that minimize chances of error/omission.
- Undertake budget related transactions, including budget re-allocations (transfers), in consonance with Financial Rules & Regulations of Govt. of the Punjab and policy of PSPA issued from time to time.
- Prepare institutional performance reports and proposing corrective measures for variances and discrepancies to meet the audit requirements.
- Enhance budget system's tools & techniques for budget control.

- Review and verify invoices and check requests for payments.
- Track expenses and process expense reports.
- Post transactions into records
- Monitor accounts to ensure payments and up to date.
- Produce monthly, quarterly, annually reports.
- Provide supporting documentation for audit.
- Discharge any other responsibilities and functions as time to time assigned by the senior.

25. Project Officer

- Execute, manage & implement CCT/UCT programs as per approved policy and propose program improvements.
- Ensure record maintenance and completion of requisites for registration of beneficiaries and release of payment.
- Ensure verification and authentication of information provided to the competent authority.
- Support in establishing systems and procedures for conditional/unconditional cash transfer initiatives of PSPA.
- Coordinate with other departments in order to ensure circulation of program related basic information and updates.
- Review and Map conditional/unconditional cash transfer programs in Punjab.
- Analyze systems and identify weak areas in conditional/unconditional cash transfer programs and propose improvements.
- Support and facilitate in planning, designing, organizing and effectively delivering conditional/unconditional cash transfer initiatives.
- Act as Grievance Redressal Officer (GRO) to handle grievances recorded in GRS.
- Design and implement a system to monitor, assess and evaluate conditions in CCT programs.
- Prepare and submit periodic progress reports as and when required.
- Prepare CCT/UCT manual(s) of PSPA programs as and when required.
- Discharge any other responsibilities and functions as time to time assigned by the competent authority.

26. Procurement Officer

- Coordinate with respective departments to develop, monitor and implement need based Procurement Plan ensuring timely completion of all procurement activities.
- Assist technical teams at PSPA with development of generic and policy compliant TORs and specifications; as relevant
- Conforming to guidelines for preparation and issuance of various documents required at different stages of procurement cycle e.g. EOIs, IFBs, RFPs, bid documents, evaluation reports, minutes of negotiations, contract award, contracts, and various internal processing documents required to facilitate decision making.
- Identify appropriate methodology for a given procurement.
- Maximize efficiency of procurement cycle by providing strategic expert advice and implementing necessary controls ensuring transparency cost effectiveness and soundness of all procurements carried out under the programme.
- Address all matters associated with procurement of goods/services e.g. taxation, duties clearance etc.
- Monitor the progress of procurement activity with respective different departments within PSPA.
- Ensure quality of procurement deliverables according to laid down specification of procuring goods / services with assistance from technical teams.

- Develop appropriate procedures, controls, checks, rules, etc. preventing frauds, pilferage etc. in the procurement process.
- Act as key liaison person in coordinating capacity building initiatives with outsourced firms.
- Prepare training modules and provide training to the relevant staff, enabling them to comply with contemporary tools/methods of procurement of goods and services.
- Coordinate the procurement link on PSPA's website in conjunction with MIS department in order to ensure that all procurement plans, procurement opportunities are uploaded and are available for prescribed duration and cause uploading of contract award details.
- Assist various audit/ex-post review outfits in performance of their tasks by ensuring that procurement documents are efficiently filed and provide complete track of procurement cycle.
- Any other task assigned by General Manager Admin &HR.

27. Development Officer

- Oversee the development and delivery of core programmes.
- Ensure the programmes on-going quality and fitness for purpose and identify and develop future directions.
- Supporting the delivery of such developments.
- Provide an oversight of the range of training and development activities and support the development and co-ordination of these activities across all areas.
- Monitor training and development provision, developing and delivering new activities where necessary.
- Contribute to the design and delivery of training and development activities from workshops, online materials to major national events and by coordinating with training providers for capacity building.
- Support the development of individuals' team objectives and projects, monitoring and supporting their delivery.
- Conduct regular one to one meeting and annual appraisals and monitor staff performance, identifying support and development needs.
- Maintaining effective HR procedures including use of organizational procedures for expenses, absences, inductions and performance management.
- Conduct first line discipline and grievance procedures.
- Contribute to the development, implementation and monitoring of strategic and operational plans.
- Contribute to the development of approaches related to staffing structures, performance, finances and reporting and stakeholder engagement.
- Support the identification of new opportunities including projects that might attract external funding and help produce funding proposals.

28. Communication Officer

- Develop Communications Plans for all ongoing projects, programs of PSPA
- Support implementing partners in designing and implementing communications workplans and strategies.
- Provide technical backstopping to partners and ensure optimal field visibility.
- Liaise with external printers on a regular basis to ensure deadlines are met and material is printed to the highest quality.

- Develop linkages with local print, digital and electronic media focal persons. Identify avenues for IRC visibility in media.
- Ensure compliance with IRCs ethical standards of communications.
- Produce high quality case studies, pictures and video testimonials.
- Assist in translation of Information Education & Communication Materials (IEC) into other languages and design
- Design and produce artwork such as graphs, maps, charts, posters, signs and infographics.
- Writing and editing high quality analytical reports, publications, case studies, content for documentary, radio messages and taking minutes during meetings.

29. Assessment Officer

- Assessing social and socio-economic impacts of large-scale development projects.
- Planning and conducting field research using quantitative and qualitative methods, such as literature review, household surveys, key informant interviews, focus groups, and others as required.
- Designing and implementation of effective stakeholder engagement programs.
- Designing and implementation of practical sustainability policies, programs and/or tools.
- Performing multiple projects within scope/budget/schedule expectations and ensuring high quality standards on project deliverables.
- Supporting General Manager M &E in assessment, preparation, review, and monitoring and evaluation.
- Ensuring compliance with relevant Acts with regard to PSPA activities.
- Assessing financial and social impacts of planned or ongoing development activities.
- Advising on steps and actions to mitigate potential or existing negative impacts of development activities.
- Resettlement action plans, costing compensation packages and approaches to relocation.
- Develop community and social development programs.
- Maintain stakeholder mapping, outreach and engagement.
- Designing and overseeing baseline and midline surveys, focus groups and public opinion gathering techniques.
- Analyzing the social costs, benefits, risks and mitigation strategies of investment decisions.

30. Data Analyst

- Acquire data from primary or secondary data sources and maintain databases/data systems.
- Identify, analyze, and interpret trends or patterns in complex data sets.
- Work closely with management to prioritize business and information needs.
- Prepare reports and projections based on this analysis.
- Analyze and review beneficiary data, geospatial databases & financial information and forecasts.
- Develop BI dashboards & analytical reports.
- Prepare data summaries and visualization.

31. Software Engineer/Developer (Enterprise Desktop Apps)

- Plan analyze, design and develop, maintain, test & evaluate, software & systems.
- Gather & document requirements.
- Design solutions.
- Prototyping & Wireframing.
- Solution Development.

- Quality Assurance.
- Participate in the all phase solution development across multiple projects
- Prepare technical reports, manuals and documentation

32. Software Engineer/Developer (Mobile Apps)

- Plan analyze, design and develop, maintain, test & evaluate, software & systems.
- Gather & document requirements.
- Design solutions.
- Prototyping & Wireframing.
- Solution Development.
- Quality Assurance.
- Participate in the all phase solution development across multiple projects
- Prepare technical reports, manuals and documentation

33. Software Support Officer

- Installing and configuring operating systems, software and applications;
- Monitoring and maintaining computer systems;
- Talking staff through a series of actions, either face-to-face or over the telephone, to help set up systems or resolve issues;
- Troubleshooting system problems and diagnosing and solving software faults;
- Updating software as required;
- Providing support, including procedural documentation and relevant reports;
- Following diagrams and written instructions to repair a fault or set up a system;
- Supporting the roll-out of new applications;
- Setting up new users' accounts and profiles and dealing with password issues;
- Responding within agreed time limits to call-outs;
- Working continuously on a task until completion (or referral to third parties, if appropriate);
- Prioritizing and managing many open cases at one time
- Rapidly establishing a good working relationship with staff and other professionals, such as software developers;
- Testing and evaluating new technology;

34. Key Punch Operator

- Prepares, compiles, and sorts documents for data entry.
- Verifies and logs receipt of data.
- Transcribes source data into the required electronic format.
- Transfers information from paper formats into computer files using keyboards, data recorders, or optical scanners.
- Transfer data from paper formats into database systems
- Type in data provided directly from implementing partners
- Create and manage spreadsheets with large numbers of figures
- Verify data by comparing it to source documents
- Update existing data
- Produce reports
- Retrieve data as requested
- Perform regular backups to ensure data preservation
- Other duties as assigned by the Authority

35. Naib Qasid/Office Peon

- Carrying from one place to another within and without office premises official files/papers.
- General arrangement and tidiness of the office, furniture including re-dusting of office furniture, record etc.
- Conducting visitors to the officers.
- Providing drinking water to the officers and staff.
- Carriage of steel boxes containing secret/confidential files from one officer to another.
- Shifting of articles of light furniture e.g. chairs, side racks, small side tables etc., from one place to another within office premises.
- Anyother duty that may be assigned to him by his Officer Incharge during working hours.