



# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF DEPUTY MANAGER INFRASTRUCTURE & DEVELOPMENT IN THE MINES & MINERALS DEPARTMENT (Case No.18H2019)**

### **MAIN RESPONSIBILITIES AND TASKS**

1. Select an appropriate project methodology and apply a project management framework to manage an entire project lifecycle.
2. Initiate, plan, track and control a project.
3. Estimate and justify project costs, and monitor and track the approved cost.
4. Identify and assess project risk, plan mitigation of the identified risks, and monitor and track the risks.
5. Prepare an RFP to procure outsourced services. Evaluate and select the service provider and the development team. Negotiate the contract governing the service. Manage the transition into the outsourcing environment.
6. Manage the outsourcing relationship. Put in place an outsourcing governance structure, resolve contractual disputes.
7. Develop the project schedule and manage changes to the schedule. Select an appropriate quality management framework, and manage the process and control the quality of deliverables.
8. Plan and manage contract completion and termination. Plan and manage contract migration.

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