



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION FOR THE POST OF CHIEF EXECUTIVE OFFICER (CEO) / MUNICIPAL OFFICER (REGULATIONS) IN LOCAL GOVERNMENT & COMMUNITY DEVELOPMENT DEPARTMENT (CASE NO. 124G2019)

Main Responsibilities and Tasks

- 1) Coordination and supervision of all municipal offices.
- 2) Human Resource Management and general administration.
- 3) Internal audit.
- 4) Public relations.
- 5) Legal affairs.
- 6) Ensure implementation of environmental and social safeguards.
- 7) Procurements.
- 8) Contract management.
- 9) Take action against violators of the Act, Rules or Byelaws.
- 10) Assist the relevant authorities in provision of relief in the event of any fire, flood, hailstorm, earthquake, epidemic or other natural calamity with the support of Municipal Offices;
- 11) Organize sports including sports for persons with disability the celebration of national occasions; and
- 12) Any other function assigned by the Government.

Main Responsibilities and Tasks

- 1) Prevention and removal of encroachments.
- 2) Regulate dangerous and offensive articles and trades provided in Second Schedule of the Act.
- 3) Regulate markets and services issue licenses, permits, grant permissions and impose penalties for violation thereof as and where applicable.
- 4) Organize and regulate cultural & recreational events, fairs & shows.
- 5) Manage properties and assets of the local government.
- 6) Regulate keeping the animals and measures for eradication of stray dogs.
- 7) Regulate and maintain parking places.
- 8) Regulate affixing of sign-boards and advertisements except where this function is being performed by the Parks and Horticulture Authority.
- 9) Arrange registration of birth, deaths, marriages and divorces and pass on such information about birth, deaths, marriages and divorces in its territorial jurisdiction to such persons and institutions as may be prescribed.
- 10) Regulation of excavation of earth, sand, stones or other material, brick kilns, potteries and other kilns.
- 11) Enforce all municipal laws, rules and bye-laws relating to the allocated functions.
- 12) Recovery of rent.
- 13) Any other function assigned under Law, Rules and by the Government.

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