



# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION / JOB ANALYSIS FOR THE POST OF ASSISTANT DIRECTOR (BS-17) IN OVERSEAS PAKISTANIS COMMISSION PUNJAB (Case No. 47RC/2019)**

### **JOB/POSTION TITLE**

Assistant Director

### **REPORTING RELATIONSHIP**

Director (Administration)

### **JOB SUMMARY**

Provide comprehensive and wide-ranging support services/Administration

### **DESCRIPTION OF DUTIES/RESPONSIBILITIES**

- a) Assisting in developing and implementing plans and goals for department.
- b) Coordinate and supervise daily operations.
- c) Ensure compliance with regulations and internal policies.
- d) Maintain scheduling of events and represent the department when needed.
- e) To issue office orders and instructions with the approval of competent authority.
- f) Handle all communications/correspondence in relevant section.

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