



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION FOR GIS SPECIALIST (BS-17) IN MULTAN DEVELOPMENT AUTHORITY CASE NO. 83H2019

MAIN RESPONSIBILITIES AND TASKS

1. Advises and assists the official in all areas of responsibility
2. Carries out special projects as assigned.
3. Determines geologic feasibility reports.
4. Recommends and formulates procedures, policies, and guidelines for assigned programs.
5. Develops and implements program goals and plans.
6. Makes recommendation in areas of expertise for the program.
7. Prepares special studies and reports.
8. Collects, analyzes, and catalogs geologic samples.
9. Studies the location, character, quantity, and economics of geologic deposits.
10. Provides technical expertise to the department & its agencies on problems.
11. Maintains records, and prepares reports and correspondence related to the work.
12. Performs related work as assigned..

Occasional Tasks and responsibilities

To carry out all such official work which are entrusted to him by his superiors.

REQUIRED QUALIFITIES/DISPOSITION AND PRIORITY OF PERSONALITY TRAITS

1. Administrative Ability
2. Communication Skills.
3. Financial Responsibility
4. Ability to Think Out of the Box.
5. Writing Skills.

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