



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF MIS MANAGER (BS-18) IN THE LOCAL GOVERNMENT & COMMUNITY DEVELOPMENT DEPARTMENT (CASE NO.59G2020)

Main Responsibilities and Tasks

The MIS Manager is responsible for installing and maintaining computer hardware, software and network. He reports to the Secretary, LG&CD through Additional Secretary (Admn.) Provides hardware / software support to the users. Provides training and consultation and recommendations about future planning and development of resources.

Occasional Tasks and Responsibilities:

1. Manage Information Technology Plans, organize, direct, control and evaluate the operations of information systems and electronic data processing (EDP).
2. Develop and implement policies and procedures for electronic data processing.
3. Systems operations and development. Meet with higher management to discuss system requirements, specifications, costs and timelines.
4. To ensure that technology is accessible and equipped with current hardware and software.
5. Be familiar with all hardware, software and network operating systems.
6. Train staff about potential uses of existing technology.
7. Approve, schedule, plan and supervise the installation and testing of new hardware software.
8. Provide recommendations about accessing information and support.
9. Maintain current and accurate inventory of technology hardware, software and resources.
10. Make recommendations about purchase of technology resources.
11. Monitor security of all technology.
12. Perform other related duties as required during working hours.

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