



PUNJAB PUBLIC SERVICE COMMISSION
LDA PLAZA- Edgerton Road, Near Aiwan-e-Iqbal, Lahore

JOB DESCRIPTION FOR RECRUITMENT TO ONE (01) POST OF ASSISTANT DIRECTOR (IT & M) (BS-17) ON CONTRACT BASIS FOR THE PERIOD OF 03-YEARS IN THE PUNJAB FOOD AUTHORITY, FOOD DEPARTMENT (Case No.07J2024).

MAIN RESPONSIBILITIES AND TASKS

1. Reports to Director (IT & Monitoring) through DD (IT & Monitoring).
2. Responsible for the day to day operations of the IT & Monitoring processes.
3. To ensure competent, timely and efficient administration and enforcement of the IT & Monitoring functions prescribed in the Punjab Food Regulations (Amended) 2017.
4. Create Letters/ Noting and submit them to the Deputy Director/ Director as and when assigned.
5. Ensure compliance with regulations and internal policies.
6. Develop & implement the strategic plans for optimizing IT & Monitoring activities.

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