



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

JOB DESCRIPTION FOR RECRUITMENT TO ONE (01) POST OF ASSISTANT DIRECTOR (TRAINING) (BS-17) ON CONTRACT BASIS FOR THE PERIOD OF 03-YEARS IN THE PUNJAB FOOD DEPARTMENT CASE NO. 21J2023.

MAIN RESPONSIBILITIES AND TASKS

1. Reports to Director (Training).
2. To ensure conducting of routine Food Safety Training Sessions in all districts of the Punjab.
3. In time issuance of Training Certificates by the Principals and seek reports.
4. Prepare, amend & modify Training material as per need and requirements of Training Sessions, as & when needed.
5. Meetings with Govt. and other stakeholders regarding improvement of Training Sessions all over the Punjab.
6. To ensure conduction of Free of Cost Trainings of Food Handlers all over the Punjab.
7. Planning regarding extension of the Punjab Food Authority Schools in all over the Punjab.
8. To maintain all technical records of Trainings.
9. In time sharing of monthly Progress Reports to Reporting Officer.
10. Plan annual Budget of Training Section.
11. Preparation of initiation of advance level Training course, PIC/Hygiene Manager in the PFA School, Lahore.
12. Supervise the outsource activities of Trainings and data collection of staff in field.

OCCASIONAL TASKS AND RESPONSIBILITIES

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