



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION FOR THE 34 POSTS OF CHIEF OFFICER / MUNICIPAL OFFICER (REGULATIONS) / TEHSIL OFFICER (REG.) / ADMINISTRATIVE OFFICERS / ASSISTANT DIRECTORS, PLGB (BS-17) IN THE LOCAL GOVERNMENT & COMMUNITY DEVELOPMENT DEPARTMENT (CASE NO.121G2020).

Main Responsibilities and Tasks

- 1) Coordination and supervision of all municipal offices.
- 2) Human Resource Management and general administration.
- 3) Internal audit.
- 4) Public relations.
- 5) Legal affairs.
- 6) Ensure implementation of environmental and social safeguards.
- 7) Procurements.
- 8) Contract management.
- 9) Take action against violators of the Act, Rules or Byelaws.
- 10) Assist the relevant authorities in provision of relief in the event of any fire, flood, hailstorm, earthquake, epidemic or other natural calamity with the support of Municipal Offices;
- 11) Organize sports including sports for persons with disability the celebration of national occasions; and
- 12) Any other function assigned by the Government.

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