



PUNJAB PUBLIC SERVICE COMMISSION
LDA Plaza, 7-Edgerton Road, Lahore.

JOB DESCRIPTION FOR THE POST OF GENDER MONITORING SPECIALIST (BS-17)

MAIN RESPONSIBILITIES AND TASKS:

1. Develop and follow a solid monitoring and evaluation system for capturing the impact of different initiatives and interventions.
2. Facilitate the implementation of Departmental Policies including an efficient and effective flow of information as well as the synergy and partnership.
3. Contribute to the department's initiatives and ensuring evaluation/reviews and allied information.
4. To perform as an overseer to supervise the implementation of Women Development Department's indicators in required time.
5. Collection, Management and updation of gender based data in the concerned division.
6. Implementation of Punjab women empowerment initiatives.
7. Creating gender based awareness in the respective districts of the division.
8. Reporting gender crime issues to Administrative Department and taking necessary action as per given advice.
9. Create effective awareness among male and female college and university students, teachers and other women in collaboration with public sector offices and institutions, NGOs and CSOs.

Occasional Tasks and Responsibilities

1. The officer will perform any other duties assigned from time to time by Competent Authority.

Qualities / Disposition and interests desirable

1. Professionally sound and capable; dedicated and responsible.
2. Presentable personality and adaptability.
3. Capacity to discharge functions under pressure and even at odd times.

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