



## **PUNJAB PUBLIC SERVICE COMMISSION, LAHORE**

SUBJECT: - **RECRUITMENT TO ONE 01 POST OF MANAGER OPERATION (BS-17) ON CONTRACT BASIS FOR A PERIOD OF THREE YEARS IN THE (PUNJAB EMPLOYEES SOCIAL SECURITY INSTITUTION) PUNJAB LABOUR & HUMAN RESOURCE DEPARTMENT(138-RM2021).**

### **JOB DESCRIPTION**

#### **Main Responsibilities and Task**

1. Development of necessary IT Solutions for collection of Data and established online reporting system.
2. Provide support in the development and finalization of health forms.
3. Develop training modules for Data Entry Operators.
4. Provide system support for HRMIS and revenue dashboard.
5. Provide technical support and assistance to Reform Unit

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