



## **PUNJAB PUBLIC SERVICE COMMISSION**

**LDA PLAZA- Edgerton Road, Near Aiwan-e-Iqbal, Lahore**

### **JOB DESCRIPTION FOR THE POST OF NETWORK ADMINISTRATOR** **CASE NO.15J2024**

#### **MAIN RESPONSIBILITIES AND TASKS**

- Responsible for supervision, administration Network relevant, and oversight of construction project materials controls and Operations & Maintenance (O&M) development. Interfaces with System analyst, Technical writer, Development, interneers, data Entry officers, office Assistant Personnel.
- Develops and implements strategic, operational and technology plans for the project.
- Management of staff member and supervisors as assigned.
- Implementation of financial plans annually.
- Prepare PERT Network Diagram and submit monthly progress report.
- Prepare work plans and ensure effective monitoring of project.
- Completes quality reviews of project material take-offs procurements and verifies applicability with project design criteria, drawing, and specification. Ensure compliance with all design and material specifications.
- Researches project designs and provide recommendations when required.
- Provides accurate descriptions of procurement & maintain consistent inventory stock record generation.
- Perform planning and estimate on schedules, and procurements. This may include; performance of development based on Requirement Analysis Phase & Project Objections.
- Coordinates tracking and control of project related tasks & utilize project reporting systems.
- Coordinates project related document control processes.
- Supervises and coordinates development of project related Operation & Maintenance system. This may include; O&M manual(s) development task-based O&M schedule development and tracking, spares inventories, equipment etc.
- Implement the changes as advised by the technical committee and any necessary Changed control Procedure necessary.

#### **OCCASIONAL TASKS AND RESPONSIBILITIES**

- Performs related duties as assigned.

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