



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION FOR THE POST OF MANAGER INFORMATION TECHNOLOGY

Main Responsibilities and Tasks.

1. Manage information technology and computer systems;
2. Plan, organize, direct, control and evaluate the operations of information systems and electronic data processing (EDP);
3. Develop and implement policies and procedures for electronic data processing and computer systems operations and development;
4. Meet with managers to discuss system requirements, specifications, costs and timelines;
5. Hire and manage information systems personnel and contractors to design, develop, implement, operate and administer computer and telecommunications software, networks and information systems;
6. Control the computer systems budget and expenditures.

Occasional Tasks and Responsibilities

NIL

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