



**PUNJAB PUBLIC SERVICE COMMISSION**  
**LDA PLAZA- Edgerton Road, Near Aiwan-e-Iqbal, Lahore**

**JOB DESCRIPTION FOR RECRUITMENT TO ONE (01) POST OF ASSISTANT DIRECTOR (STANDARD & ACCREDITATION) (BS-17) ON CONTRACT BASIS FOR THE PERIOD OF 03-YEARS IN THE PUNJAB FOOD AUTHORITY, FOOD DEPARTMENT 31J2023.**

**MAIN RESPONSIBILITIES AND TASKS**

1. Reports to Deputy Director (Standards & Accreditation).
2. Assisting Deputy Director (Standards & Accreditation) in developing and implementing plans and goal for Standards & Accreditation Section.
3. To ensure compliance with regulations and internal policies.
4. To formulate standards and regulations.
5. To fulfill official duties as assigned by Deputy Director (Standards & Accreditation).
6. Formulate and process newspaper advertisement regarding public awareness.
7. Coordination with other managerial staff within Standards & Accreditation Section and other as directed by the Competent Authority.

**OCCASIONAL TASKS AND RESPONSIBILITIES**

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