



PUNJAB PUBLIC SERVICE COMMISSION
7-Edgerton Road, LDA Plaza, Near Aiwan -e- Iqbal, Lahore.

JOB DESCRIPTION FOR THE POST OF MANAGER

Main Responsibilities and Tasks

1. To manage and control hostels Administrative and financial affairs.
2. To supervise the supportive staff in order to accomplish their duties.
3. To work as per policy / guidelines issued by the department.
4. To use the hostel's capacity at optimum level.
5. To participate awareness campaigns regarding the rights of women.
6. To give suggestions / recommendations for the improvements of hostel matters on monthly basis.
7. To work as a departmental representative in the field.
8. To perform any other responsibility which is related to the peaceful environment of the hostel.
9. To coordinate with other organization / institution on behalf of WDD.

Occasional Tasks and Responsibilities

1. Inspection of ADP Schemes.
2. Inspection of Day Care Centers.
3. To collect date of private working women Hostels functioning in the respective areas.
4. To collect data of women with disabilities of the respective areas.
5. To attend court case on behalf of WDD.
6. To inspect WDCs established in the respective areas.
7. Any other duty assigned in relation with Women Empowerment.

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