



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

JOB DESCRIPTION FOR THE POST OF ASSISTANT DIRECTOR DATA ANALYTICS
(CASE NO. 30H-2021)

MAIN RESPONSIBILITIES AND TASKS

1. Provide wide range support to analytics section for the for accuracy and efficiency of the section.
2. Provide support for design, plans, proposals of analytical analysis and its implementation through analytical software / tools.
3. Workout on collection and interpretation of data for analytical team and authority.
4. To ensure services track cross checks implementations for quality services as per the envisaged standards.
5. Draft comprehensive data analytics design, trend analysis and reporting.
6. Suggest and design remedial steps for the sake of betterment of system and services being rendered to the public by PLRA.
7. Liaise among the PLRA wings for the timely rectification of bottlenecks in the system.
8. Plan and draft different policies, guideline, instructions as and when desired by the management.
9. Perform miscellaneous analytics-related duties as assigned by the PLRA management.
10. Any other assignment assigned by Additional Director Data Analytics and Deputy Director Data Analytics.

End of Document

