



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

JOB DESCRIPTION FOR THE POST OF DEPUTY DIRECTOR DATA ANALYTIC
(CASE NO. 31H-2021)

MAIN RESPONSIBILITIES AND TASKS

1. Workout of the technical analytical support for design, plans, proposals and their implementation.
2. Supervise the Collecting and interpreting data by the Data Analytical team.
3. Analyze the initial result and submitted suggestions for review and recommendations.
4. Reporting the results back to all the concerned teams for info and necessary action.
5. By utilizing Analytical approaches identifying patterns and trends in data sets and their implications.
6. Working alongside teams within the team to establish needs of the Authority.
7. Defining new data collection and analysis processes for the services being rendered.
8. To ensure services track cross checks implementations for quality services as per the envisaged standards.
9. Liaise among the PLRA wings for the timely rectification of bottlenecks in the system.
10. Build systems to transform raw data into actionable business insights.
11. Take up the matters related to data analytics plans and draft different policies, guideline, instructions as and when desired by the management.
12. Perform miscellaneous analytics-related duties as assigned by the PLRA management.
13. Any other assignment assigned by Director Monitoring and Quality Assurance and Additional Director Data Analytics.

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