



# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION FOR THE POST OF ASSISTANT DIRECTOR (HQ)(BS-17) IN HOME DEPARTMENT (CHILD PROTECTION & WELFARE BUEREAU, PUNJAB) CASE NO. 54H2021**

### **MAIN RESPONSIBILITIES AND TASKS**

1. Liaison and coordination with CPU, CPC, and CPI head office.
2. Capacity building training of staff.
3. Orientation/Capacity building training workshop of different stakeholder.
4. Arrange visits.
5. Rationalization of demands forwarded by CPL Manger, Lahore.
6. Monitoring and Supervision of all Child Protection Schools, Punjab.
7. Monthly and quarterly progress reports of all sections of Punjab.
8. Verification of all kind of bills forwarded by CPL, Lahore.
9. Any other assignment given by the Director General.

### **REQUIRED QUALIFITTIES/DISPOSITION AND PRIORITY OF PERSONALITY TRAITS**

1. Administrative Ability
2. Communication Skills.
3. Financial Responsibility.
4. Decisiveness.
5. Writing Skills.

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