



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

JOB DESCRIPTION FOR THE POST OF I.T COORDINATOR (BS-17) IN THE SYED AHMAD AWAN CENTRE FOR IMPROVEMENT WORKING CONDITION AND ENVIRONMENT IN LABOUR & HUMAN RESOURCE DEPARTMENT (CASE NO. 15-RM-2023)

MAIN RESPONSIBILITIES AND TASKS

1. Designing, hosting and updating website of the Project.
2. Providing assistance in running the net work.
3. Devise database and inventories of project and its activities.
4. Provide trends and analysis based on reports and results compiled by other professional.

OCCASIONAL TASKS AND RESPONSIBILITIES

1. Any other task assigned by the Authority.

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