

DRAFT

**JOB DESCRIPTIONS
BENAZIR BHUTTO SHAHEED
HUMAN RESOURCE, RESEARCH &
DEVELOPMENT BOARD**



GOVERNMENT OF SINDH
UNIVERSITIES & BOARDS DEPARTMENT

BENAZIR BHUTTO SHAHEED HUMAN
RESOURCE RESEARCH & DEVELOPMENT
BOARD

Karachi dated the ____, 2026.

NOTIFICATION

NO. _____ :- In exercise of the powers conferred by section 26 of the Benazir Bhutto Shaheed Human Resource Research and Development Board Act, 2013, the Benazir Bhutto Shaheed Human Resource Research and Development Board is pleased to make the following regulations, namely;

These regulations may be called the Benazir Bhutto Shaheed Human Resource Research and Development Board Employees (Job Description) Regulations, 2026.

S #	POSTS	JOB DESCRIPTION
1.	Director General	Reports to: Chairperson Key Responsibilities: (i) Responsible for the efficient administration, discipline, and overall management of his office. (ii) Developing, ensuring, and implementing clear organizational policies and procedures, in alignment with provincial laws. (iii) Coordinating the activities of various wings within the board, ensuring effective and efficient service delivery, and general supervision over programmes, projects, and services. (iv) Overseeing human resource management functions, including hiring, training, capacity building, performance evaluation (PERs), and implementing efficiency and disciplinary rules. (v) Managing and monitoring the administrative budget, overseeing accounts, payroll, procurement (as per the Sindh Public Procurement Rules, or SPPRA Rules), and ensuring financial compliance and annual audits. (vi) Maintaining relationships with internal and external stakeholders, including other government departments, the Chief Minister's office, the Provincial Assembly, and the public, to ensure smooth operations and address issues. (vii) Establishing mechanisms for monitoring and evaluation of projects and services, taking corrective actions, and submitting progress reports to relevant authorities
2.	Secretary	Reports to: Chairperson / Board Key Responsibilities:

S #	POSTS	JOB DESCRIPTION
		(i) To conduct the official correspondence of the Board for implementation of all the decisions and other business of the Board; (ii) Organize and service board and committee meetings by preparing and distributing agendas, taking minutes, and ensuring all necessary documentation is provided to members. (iii) Ensure the company/ board operates in compliance with all relevant laws, rules, and regulations. (iv) Maintain and safeguard all corporate records, such as statutory registers, meeting minutes, and resolutions. (v) Act as the primary point of contact between the board and other stakeholders, such as departments, shareholders, and regulatory bodies like the SECP. (vi) Inform the board and its members on legal requirements, governance policies, and effective board processes. (vii) Interact with regulatory bodies to ensure compliance with filing requirements and other statutory obligations. (viii) Track and ensure the implementation of decisions made by the board by liaising with relevant departments and following up on action points. (ix) To exercise such other powers and perform functions as may be assigned to him by the Board.
3.	Regional Consultants Hyderabad & Sukkur	<u>Purpose:</u> To facilitate the implementation leadership team on regional level of Boards related affairs and coordinate with the Secretary of the Board <u>Reports to:</u> Chairperson <u>Key Responsibilities:</u> (i) Coordination and consultation at regional levels/divisional levels (ii) To coordinate with Public Sector Department/Organization and Private Sector Partners to propose specific Proposals for Trainings (iii) To monitor and support; the trainings and allied activities and suggest to take remedial measures within the respective regions. (iv) To monitor and review, the monitoring reports, visits/inspections and Board related activities and suggest appropriate actions for Trainings (v) Any other task assigned by the management
4.	Director Trainings	<u>Purpose:</u> To manage the public and private sector trainings of the board <u>Reports to:</u> Director General <u>Key Responsibilities:</u> (i) To act as head of training wing, public & private sector trainings of BBSHRRDB (ii) To strictly observe and implement program guideline of BBSHRRDB for public and private sector trainings (iii) To prepare and propose the short and long term plans (iv) To implement upon approved decisions/plans in letter and spirit through available resources within approved frame work and permissible procedures. (v) To prepare rationalized distribution/delegation of work among subordinate staff of, Public and Private Sector (vi) To monitor the quality of training, the outcomes, impacts, program

S #	POSTS	JOB DESCRIPTION
		monitoring reports and take remedial measures (vii) Any other task assigned by the management
5.	Director – IT	Purpose: To oversee and manage Boards entire IT Wing and dispose of the assigned tasks related to IT Wing Reports to: Director General Key Responsibilities: (i) Managing and supervising the whole IT wing of Board. Establish and carry out IT strategies that are in line with the aims and objectives of the Board. (ii) Oversee and direct a group of IT specialists, guaranteeing efficient cooperation and cultivating a happy workplace. (iii) Manage the networks, servers, hardware, and software systems that make up the Board's IT infrastructure. (iv) To protect the data and information systems, implement and oversee IT security measures. (v) Propose and oversee the IT budget, (vi) making effective use of resources to satisfy the IT wing and Board's requirements. (vii) Inform the management, and stakeholders on IT strategies, updates, and problems. (viii) Make sure that IT operations follow accordingly Government laws & rules (ix) Any other task assigned by the management
6.	Director – Administration, Finance & HR	Reports to: Director General Key Responsibilities: (i) To ensure that all grants, donations and contributions are to be deposited in endowment fund; (ii) Overseeing annual financial planning, budgeting, and forecasting processes. (iii) Managing all accounts, ledgers, and reporting systems to ensure compliance with applicable accounting principles and government regulations. (iv) Preparing and presenting monthly, quarterly, and annual financial statements and reports for senior management and stakeholders. (v) Monitoring cash flow, expenditures, and revenues, and implementing cost-saving strategies. (vi) Coordinating annual audits with the Accountant General Sindh (AG Sindh) and internal/external auditors, and addressing audit observations. (vii) Running the overall administrative function and ensuring clear organizational policies are developed and implemented. (viii) Managing human resources functions, including hiring, training,

S #	POSTS	JOB DESCRIPTION
		performance evaluations, promotions, leave cases, and disciplinary matters. (ix) Overseeing daily office operations, including logistics, maintenance, security, and management of office equipment and vehicles. (x) Implementing and maintaining robust records management systems for efficient document handling, storage, and retrieval. (xi) Coordinating with other line departments and external stakeholders on administrative issues. (xii) Ensuring all procurement of goods and services is conducted in strict compliance with public procurement rules. (xiii) Preparing and reviewing bidding and tender documents and carrying out bid evaluations. (xiv) Maintaining inventory and stock registers and ensuring the safeguarding of all office assets. (xv) Any other task assigned by the management
7.	Director Research, Development, Employment & Curriculum	Reports to: Director General Key Responsibilities: (i) Develop and implement R&D strategies, policies, and plans aligned with departmental and provincial objectives. (ii) Oversee the planning, execution, and evaluation of research projects and development initiatives. (iii) Lead research teams in conducting evidence-based studies and analyzing policy issues to provide informed advice to senior management and government officials. (iv) Liaise and coordinate with various stakeholders, including other government departments, universities, research organizations, and external partners, to ensure cohesive and well-informed strategies. (v) Facilitate the collection, management, and analysis of data to identify trends, evaluate program effectiveness, and support policy formulation. (vi) Oversee training needs assessments, plan and execute training programs, and implement other capacity-building initiatives for staff. (vii) Manage the R&D budget, allocate resources effectively, and ensure compliance with financial and procurement regulations, such as the SPPRA Rules. (viii) Prepare comprehensive reports, presentations, and documentation on research findings, project progress, and outcomes for senior management and stakeholders. (ix) Any other task assigned by the management
8.	Deputy Director (Admin, Finance & HR)	Reports to: Director concerned Key Responsibilities: (i) To dispose of the assigned tasks related to the Admin & Accounts Section of BBSHRRDB (ii) To act as supervisor of Admin and Accounts Wing and carry out other related tasks assigned by the management

S #	POSTS	JOB DESCRIPTION
		(ii) To ensure distribution of work/assignment and support the performance of subordinate staff (iii) To provide information, and attend related meeting/forum (iv) To provide support to other Wings of Board as and when required by the management (v) To visit, monitor and strengthening the District Monitoring Units and its related activities and initiate appropriate actions for smooth running of Trainings in DMUs of the Board (vi) Any other task assigned by the management
9.	Deputy Director Monitoring & Evaluation	Reports to: Director (RDE &C) Key Responsibilities: (i) Collect and compile project progress data from various sources, and update monitoring systems regularly. (ii) Analyze project progress reports to assess performance, identify deviations or delays, and provide performance indicators for management review. (iii) Identify issues and bottlenecks affecting project execution and propose actionable solutions to improve performance. (iv) Conduct technical reviews and evaluations to ensure compliance with designs, timelines, and quality standards. (v) Provide technical input on project-related matters, including technical reviews and capacity building sessions for staff. (vi) Coordinate with project teams, consultants, and other stakeholders to resolve issues and ensure smooth project delivery. (vii) Develop and strengthen M&E frameworks, data collection tools, and reporting mechanisms. (viii) Any other task assigned by the management
10.	Deputy Director Trainings	Reports to: Director (Trainings) Key Responsibilities: (i) To act as supervising head of Public Sector Trainings (ii) To initiate and prepare training plans (including PFTs of Trainings and draft RFPs etc.) for the trainings aimed to be conducted through Public Sector. (iii) To implement upon and manage approved training plans (Public Sector) as per contractual / MOU obligations, financial procedures and prescribed codes in coordination with the team of ADs of Head office and ADs of District Monitoring Units of BBSHRRDB (iv) To ensure implementation of distribution of work/assignment and supervise the performance of Public Sector Departments / organization (v) To abreast about all Public Sector Training related activities, provide information, represent the Board and attend related meeting/forum regarding Public Sector trainings (vi) To monitor and support; the trainings under Public Sector and initiate to take remedial measures when needed with the permission of Director (Trainings)

S #	POSTS	JOB DESCRIPTION
		(vii) To monitor and review, the monitoring reports, visit/inspection and training related activities and initiate appropriate necessary actions with the approval of the management (viii) Any other task assigned by the management
11.	Deputy Director (Procurement)	Reports to: Director (Admin & Finance) Key Responsibilities: (i) To prepare a detailed procurement plan (ii) To prepare necessary procurement related documents under the guidance of procurement committee (iii) To carry out procurement exercise under strict observance of applicable procurement rules/procedures/codal formalities (iv) To prepare and sign the contract/work order (v) To keep all the related record of Procurement as per procedure and fulfill all codal formalities under relevant rules / procedures (vi) To ensure implementation on rationalized distribution/delegation of work among sub-ordinate staff of Procurement Section (vii) Any other task assigned by the management
12.	Deputy Director (Research, Development, Employment & Curriculum)	Reports to: Director (R,D,E & C) Key Responsibilities: (i) To plan and initiate to implement research based organized activities, focused review of planning, implementation and appraisal of Board related outcomes (ii) In light of the study/review; to provide necessary support to plan next course of actions/proposals (iii) To initiate to organize/conduct necessary studies/researches/ reports etc. (iv) To prepare Board related presentation and supporting items. (v) To provide necessary support in Board specific necessary documentation/write ups; including “Procurement”, “Contracts”, MoUs, Letters, Email Drafts etc. (vi) To collect, manage, review and communicate/disseminate desired data (vii) To manage the record of related/assigned activities (viii) To supervise the conduct and writing of Annual Report of training program, Training Needs Assessment for TVET Sector and Tracer and Impact Assessment Studies regarding trainings of BBSHRDB. (ix) To review the analytic data and presentation, advise changes in the research reports submitted and prepared by AD (R&D) (x) Any other task assigned by the management
13.	Deputy Director (IT)	Reports to: Director – IT Key Responsibilities:

S #	POSTS	JOB DESCRIPTION
		(i) Supporting the IT wing of Board. Establish and carry out IT strategies that are in line with the aims and objectives of the Board. (ii) Oversee and direct a group of IT specialists, guaranteeing efficient cooperation and cultivating a happy workplace. (iii) Manage the networks, servers, hardware, and software systems that make up the Board's IT infrastructure. (iv) To protect the data and information systems of the company, implement and oversee IT security measures. (v) Propose and oversee the IT budget, making effective use of resources to satisfy the IT wing and Board's requirements. (vi) Inform the director, and stakeholders on IT strategies, updates, and problems. (vii) Make sure that IT operations follow the Board's laws (viii) Any other task assigned by the Director (IT) and management
14.	Assistant Director (Admin)	<u>Reports to:</u> Deputy Director (Admin & Finance) <u>Key Responsibilities:</u> (i) To Provide assistance to Deputy Director (Admin & Finance) in overall administrative matters of the Board (ii) To make efforts to arrange needful resources necessary to carryout Board's specific tasks (iii) To make procurement within the quotation / Petty cash bills limit (iv) Arrange daily office operations, including logistics, maintenance, security, and management of office equipment and vehicles. (v) To manage the administrative approval of expenditures of matters as assigned to Admin Section and initiated by the Admin & Accounts Sections. (vi) To supervise the record keeping of Attendance of employees of head office and DMUs. (vii) To play vital role in providing necessary support to officers/staff of the Board in admin matters (viii) To visit, monitor & strengthen offices of Headquarters as well as DMUs and its related activities as & when deemed necessary under the directions of upper management (ix) To facilitate officers / officials regarding training material / stationery, other day to day material to run office / trainings in smooth way (x) To ensure rationalized distribution/delegation of work among subordinate staff (xi) Any other task assigned by the management
15.	Assistant Director M&E	<u>Reports to:</u> Deputy Director—M &E <u>Key Responsibilities:</u> (i) Assist in the design and implementation of the project monitoring and evaluation framework, including developing theories of change, logic models, and key performance indicators (KPIs).

S #	POSTS	JOB DESCRIPTION
		(ii) Overseeing the collection of quantitative and qualitative data to measure project progress and outcomes, ensuring data accuracy, and maintaining databases for tracking program activities. This includes collecting project profile data and progress reports (PC-III). (iii) Preparing and delivering regular status and progress reports (monthly, quarterly, etc.) for internal use and for external stakeholders, including higher authorities and potentially donors. (iv) Conducting field visits to monitor program implementation, identifying bottlenecks/issues, and ensuring activities align with established quality standards and best practices. (v) Assisting in training project staff and partners on M&E methodologies and tools, and collaborating with teams to identify and document lessons learned and best practices for future initiatives. (vi) Assisting senior management (Director/Deputy Director) in program development and planning, including defining objectives, indicators, timelines, and developing risk mitigation strategies. (vii) Liaising with various government departments, partners, and stakeholders to ensure harmonized M&E activities and smooth project delivery. (viii) Any other task assigned by the management
16.	Assistant Director (IT)	Reports to: Deputy Director – IT Key Responsibilities: (i) To collect and manage program specific over all IT data including trainees, training partner and general activities through secure and efficient means (ii) To manage Board’s website and related resources (iii) To manage Trainees and Training Partners data collecting and maintaining applications; including application forms collecting, screening, placement, e- portal management, trainees’ attendance, calculation of stipend, Monitoring Reports and training cost, etc (iv) To resolve overall professional and technical issues related to the training programs with reference to IT resources (v) To develop supporting IT resources for Training Programs (vi) To collect, maintain, analyze the data and prepare required reports. (vii) To ensure implementation of rationalized distribution/delegation of work among sub-ordinate staff (viii) Any other actions assigned by the management
17.	Assistant Director Research, Development, Employment & Curriculum	Reports to: Deputy Director—Research, Development, Employment & Curriculum Key Responsibilities: (i) To assist DD(R&D) in maintaining quality standards to preserve the integrity in collecting, analyzing and maintaining the record of research data of Trainees and share it with the public & private organizations for job related activities (ii) To assistant DD(R&D) for writing reports to summarize data and the implications of the results (iii) To prepare Board related presentation and supporting items. (iv) To manage the record of related/assigned activities

S #	POSTS	JOB DESCRIPTION
		(v) To support/contribute into Board specific publications and to determine specific research area of Trainings Need Assessment for TVET Sector of Sindh to increase Knowledge in a particular field (vi) To support/contribute into Board specific publications and to determine specific research area of Tracer Study and impact assessment studies regarding training program of BBSHRADB (vii) Any other task assigned by the management
18.	Assistant Director (Procurement)	<u>Reports to:</u> Deputy Director (Procurement) <u>Key Responsibilities:</u> (i) To assist the Deputy Director (Procurement) in necessary Procurement documentation, annual procurement plan, and maintain the records of RFPs / new bidding / opening of bids / evaluate the financial and technical proposals of the bids over and above the cost of quotation / Petty cash limit and maintain the record in soft and hard format as prescribed by rules, regulation & policies. (ii) To assist the senior management in arranging meeting of Procurement / Technical Committee & to record such minutes & ensure its implementation within time frame. (iii) To assist the Deputy Director (Procurement) for signing of all Procurement contracts and maintain contract record in soft and hard format (iv) To connect and assist Procurement Section with IT Section to run smooth Trainings of Private Sector (v) To complete all the components and variables of Procurement before signing of contracts (vi) Any other task assigned by the management
19.	Assistant Director (Public Sector)	<u>Reports to:</u> Deputy Director (Training) <u>Key Responsibilities:</u> (i) In accordance and under the guidance and support of Deputy Director (Training), connecting with public sector departments / organizations to facilitate them to prepare and submit proposal for training of assigned departments / organizations (ii) To screen and place the training proposals to the technical committee with due alignment and observation as per program guidelines (iii) To manage and implement the training as per approved proposals for training (PFT) including baseline verification, monitoring, justified releases and compliance of other mandatory deliverables reflected in the mutually signed MoUs and other requirements as per program guidelines (iv) To ensure effective liaison with Assistant Director of the DMU, Regional Consultants and Program Management Units (in concerned departments/organizations/institutions) (v) To monitor, verify and support allied/parallel activities of the Board (vi) To ensure smooth completion of training as per MoU without compromising over quality of trainings (vii) To keep all the related record of stipends, training costs, monitoring

S #	POSTS	JOB DESCRIPTION
		and other related reports/documents as per public procedure/codes (viii) To facilitate the 3rd party, validation and verification exercise (ix) To ensure rationalized distribution/delegation of work among subordinate staff (x) Any other task assigned by the management
20.	Assistant Directors (Private Sector) Headquarter	<u>Reports to:</u> Deputy Director (Training) <u>Key Responsibilities:</u> (i) To explore eligible and capable training partners, facilitate them to prepare and submit Training Proposals. (ii) To assist in screening, verification recommendation of potential training partners during procurement exercise (iii) To manage and implement the training as per signed contract. (iv) To ensure productive liaison with Assistant Director (Monitoring), Regional Consultants and Program Management Units (concerned) (v) To ensure smooth completion of training as per contract without compromising over quality of trainings (vi) To monitor, verify and support allied/parallel activities of the Board (vii) To put up & keep all the related record of stipend, training cost, monitoring etc. (viii) To facilitate and collect the documents of training providers for 3rd party, validation, (ix) To process the attendance, training payments of institutions and monitor the training (x) Any other task assigned by the management
21.	Divisional Deputy Director/Assistant Directors (District Monitoring Units)	<u>Reports to:</u> i. Divisional Deputy Director shall report to Director Training ii. Assistant Director (DMU) shall report to Divisional Deputy Director <u>Key Responsibilities:</u> (i) To represent the Program in the concerned district being the incharge of DMU and to carry out all assigned activities (ii) To act as secretary of the district coordination committee for representing the Board and establish close liaison with all related stakeholders. (iii) To assist district coordination committee and the Board in undertaking monitoring and coordination activity. (iv) To pay regular monitoring visits of the training institutions for monitoring the training programs to ensure enforcement of contractual/MoU related obligations of the concerned training partner (v) To maintain record/ database of training institutions/ trainees in the district. (vi) To prepare program monitoring reports and it's uploading to specific platform within specific time frame (vii) To prepare and maintain monthly statement of expenditure of DMU (viii) To facilitate trainees, training partners and all related stakeholders (ix) To furnish required information/data and ensure immediate compliance to the instructions of public and private sector wings of the Board

S #	POSTS	JOB DESCRIPTION
		(x) To keep all the relevant training specific record at DMU and furnish it on demand to the Headquarters (xi) To ensure implementation of rationalized distribution/delegation of work among sub-ordinate staff (xii) Any other task assigned by the management
22.	Assistant Director Finance & Accounts	<u>Reports to:</u> Deputy Director (Admin & Finance) <u>Key Responsibilities:</u> (i) To act as in charge accounts section and to assist DD(A&F). (ii) To manage finance, accounting and control function related to day to day accounting process and reporting (iii) To develop and maintain system and procedure impacting financial management and accounting process (iv) To process the files for payment under the various head of accounts within the allocated limits after obtaining administrative approval of competent authority by the concerned section (v) To initiate the files for obtaining administrative approval (vi) To manage financial report of the Board (vii) To coordinate with all concerned officers, bankss, treasury, , finance department, and AG Sindh, (viii) To keep all the related record of payment as per public procedure/codes (ix) To ensure implementation of rationalized distribution/delegation of work among sub-ordinate staff (x) Any other task assigned by the management
23.	Assistant Director Media, Publication & PR	<u>Reports to:</u> Director RDE&C <u>Key Responsibilities:</u> (i) Serving as a point of contact for media inquiries and responding to requests for information. (ii) Drafting and issuing official press releases, news reports, and other information material to print, electronic, and social media to publicize government policies, initiatives, projects, and success stories. (iii) Assisting with the preparation and management of press conferences, events, and campaigns, including managing guest lists and logistical arrangements. (iv) Building and maintaining positive relationships with a wide range of media contacts, community leaders, and other stakeholders. (v) Monitoring media coverage and public opinion, preparing daily news briefings for senior management, and providing feedback to the government on the impact of its policies. (vi) Assisting in developing and implementing crisis communication plans when necessary. (vii) Any other task assigned by the management
24.	Assistant Director Human Resources	<u>Reports to:</u> Director Admin, Finance & HR <u>Key Responsibilities:</u>

S #	POSTS	JOB DESCRIPTION
		(i) Assisting in the formulation, implementation, and consistent application of HR and administrative policies, procedures, and government rules/regulations. (ii) Overseeing or assisting with the entire recruitment process, including developing job descriptions, preparing advertisements, shortlisting candidates, scheduling interviews/tests, and managing the onboarding/orientation of new employees. (iii) Supporting the performance evaluation system, managing the Annual Confidential Reports (ACRs) process, identifying training and development needs, and assisting in succession planning initiatives. (iv) Handling employee relations matters, including conflict resolution, disciplinary procedures, leave management, and ensuring compliance with labor laws and equal opportunity regulations. (v) Maintaining accurate and up-to-date personnel records, employee databases, and managing the Human Resource Information Systems (HRIS). (vi) Coordinating administrative activities, which may include logistics, procurement, facility management, and transport, depending on the specific departmental structure. (vii) Preparing reports, analyzing data related to HR functions, and assisting the Director or Deputy Director in strategic planning and budget administration. (viii) Any other task assigned by the management
25.	Law Officer	<u>Reports to:</u> Director General <u>Key Responsibilities:</u> (i) Provide legal counsel on a wide range of issues, including contracts, compliance, and regulatory matters. (ii) Draft, review, and negotiate various legal documents, such as contracts, agreements, and affidavits. (iii) Ensure the organization adheres to all applicable laws, regulations, and corporate governance standards. (iv) Help develop policies and procedures to minimize legal risks and advise on potential legal issues. (v) Assist in managing legal disputes, litigation, and arbitration. (vi) Research and analyze legal issues, staying up-to-date on changes in laws and regulations that may affect the organization (vii) Any other task assigned by the management
26.	Internal Auditor	<u>Reports to:</u> Chairperson <u>Key Responsibilities:</u> (i) Examine financial records, analyze accounting practices, and evaluate the accuracy and efficiency of business processes. (ii) Ensure the company adheres to relevant laws, regulations, and internal policies. Assess and report on the organization's risk management strategies.

S #	POSTS	JOB DESCRIPTION
		(iii) Identify inefficiencies and opportunities for cost savings, and make recommendations to Chairperson to improve processes and internal controls. (iv) Prepare and present detailed reports on audit findings, including recommendations for corrective actions. Maintain open communication with management and the audit committee. (v) Investigate fraudulent activity and implement controls to help safeguard the organization's assets. (vi) Any other task assigned by the management
27.	Office Assistant	<u>Reports to:</u> Sectional Head <u>Key Responsibilities:</u> (i) Managing the flow of files and other papers (ii) Maintaining records and keeping them up-to-date (iii) Handling classified papers according to instructions (iv) Managing correspondence (v) Ensuring proper use and care of office equipment (vi) Any other task assigned by the management
28.	Electrical Supervisor	<u>Reports to:</u> Sectional Head <u>Key Responsibilities:</u> (i) Developing work schedules, estimating material and time requirements for projects, and ensuring timely completion within budget. (ii) Managing and guiding a team of electricians and technicians, assigning tasks, monitoring progress, and providing necessary training and mentorship. (iii) Enforcing all safety regulations and national/international electrical codes (such as NEC/IEC standards). This includes conducting safety inspections, identifying hazards, and implementing safety protocols. (iv) Inspecting electrical equipment and new installations to ensure they meet requirements, interpreting blueprints and schematics, and diagnosing and resolving complex electrical problems. (v) Overseeing routine and preventive maintenance of electrical systems and equipment, including generators, UPS systems, transformers, and switchgears, to minimize downtime. (vi) Maintaining detailed records of all electrical work, maintenance logs, and inspection reports, and preparing reports for senior management. (vii) Collaborating with other departments, engineers, and contractors to ensure smooth operations. (viii) Any other task assigned by the management
29.	Senior Clerk	<u>Reports to:</u> Assistant <u>Key Responsibilities:</u> (i) Processing invoices, maintaining ledgers, cash books, and reconciling accounts.

S #	POSTS	JOB DESCRIPTION
		(ii) Proper organization, custody, and movement of important records and files within the section/branch. (iii) Typing or word processing tasks, often requiring a minimum typing speed of 30-35 words per minute and knowledge of office suite. (iv) Undertaking specific assignments or tasks given by the sectional head (v) Any other task assigned by the management
30.	Junior Clerk	<u>Reports to:</u> Assistant <u>Key Responsibilities:</u> (i) Simple indexing and filing of correspondence, office records, and official papers. (ii) Ensuring proper custody of disposed-of cases and maintaining record movement registers. (iii) Performing typing duties, requiring a minimum speed of thirty words per minute in English typing, and operating basic office equipment. (iv) Completing simple reports using well-defined forms and methods. (v) Assisting in higher-level clerical work in a learning capacity and carrying out any other assignment given by a supervisor. (vi) Any other task assigned by the management
31.	AC & Refrigeration Technician	<u>Reports to:</u> Electrical Supervisor <u>Key Responsibilities:</u> (i) Installing new AC and refrigeration systems, including split, central, ductless, and package units, following manufacturer guidelines and blueprints. (ii) Performing routine preventive maintenance, such as cleaning coils, changing filters, checking refrigerant levels, and lubricating moving parts to ensure efficient and reliable operation. (iii) Diagnosing electrical and mechanical faults and executing necessary repairs on malfunctioning systems, including compressors, motors, condensers, and pumps. (iv) Starting up systems and conducting tests for leaks (using pressure gauges or soap solutions) and verifying system compliance with specifications. (v) Safely handling, recovering, recycling, and recharging refrigerants in compliance with environmental and safety regulations. (vi) Maintaining accurate records and documentation of all service calls, maintenance performed, repairs, and materials used. (vii) Adhering to all occupational health and safety (OHAS) standards and local building codes. (viii) Providing technical direction and on-the-job training to junior technicians or assistants as required, if necessary (ix) Any other task assigned by the management
32.	Daftri/Record Keeper	<u>Reports to:</u> Sectional Head Administration

S #	POSTS	JOB DESCRIPTION
		<u>Key Responsibilities:</u> (i) Carrying, shifting, and placing files and records in proper order on racks or in cabinets so they can be readily found and accessed when required. (ii) Repairing torn or damaged note-sheets and pages of files and registers, and binding office records and papers in proper form. (iii) Keeping all files and records in safe custody and protecting them from damage or loss. This also extends to carrying boxes containing secret or confidential files between offices. (iv) Assisting clerks or other senior staff in retrieving documents and tracking the movement of files and papers within and outside the section. (v) Performing other routine official duties as assigned by supervising officers, such as shifting light furniture or attending to general tidiness of the office. (vi) Assisting with general record-keeping tasks, such as preparing and labeling new files as per instructions. (vii) Any other task assigned by the management
33.	Dispatch Rider	<u>Reports to:</u> Sectional Head Administration <u>Key Responsibilities:</u> (i) Collect and deliver documents, packages, and other items to various locations, ensuring their safe and secure transport. (ii) Maintain accurate records of all deliveries and transactions. (iii) Keep the delivery motorcycle in good working order and maintain logs of fuel and maintenance expenses. (iv) Distributing work and ensuring data entry or validation is completed on time. (v) Any other task assigned by the management
34.	Driver	<u>Reports to:</u> AD—Administration <u>Key Responsibilities:</u> (i) Safely and punctually transport government employees, officials, or materials to various locations, including airports, official functions, and meetings. (ii) Perform daily and routine checks, minor repairs, and cleaning of the assigned vehicle. This includes monitoring oil, tire pressure, and ensuring all required documents (insurance, registration) are current. (iii) Maintain a detailed logbook for each vehicle, noting daily mileage, fuel. (iv) Adhere to all local traffic laws and safety regulations. (v) Any other task assigned by the management
35.	Naib Qasid	<u>Reports to:</u> Sectional Head <u>Key Responsibilities:</u> (i) Attend office at least 15 minutes before the start time. (ii) Arrange and maintain the tidiness of the office and furniture. (iii) Perform cleaning tasks for furniture and records if needed. (iv) Carry official files, papers, and documents within and outside the

S #	POSTS	JOB DESCRIPTION
		office premises. (v) Assist in the collection and dispatch of incoming and outgoing mail. (vi) Conduct visitors to the appropriate officers. (vii) Serve drinking water, tea, coffee, or other refreshments as required. (viii) Assist in shifting light office furniture like chairs and tables. (ix) Assist in setting up meeting rooms and arranging materials. (x) Carry out any other duties assigned by their supervisor. (xi) Any other task assigned by the management
36.	Farash/Sanitary Worker	<u>Reports to:</u> AD—Administration <u>Key Responsibilities:</u> (i) Cleaning and wiping floors, rooms, and common areas daily. (ii) Ensuring the cleanliness of washrooms and latrines well before staff arrival. (iii) Disposing of waste to appropriate disposal sites. (iv) Collecting waste materials from designated locations and loading them for transport. (v) Maintaining the cleanliness of cleaning equipment. (vi) Attending the office at least 15-30 minutes before official hours to prepare the premises. (vii) Cleaning office furniture. (viii) Ensuring the general arrangement and tidiness of office furniture and surroundings. (ix) Opening up rooms and other necessary places for cleaning staff. (x) Assisting in general administration tasks as needed. (xi) Following established sanitation and safety procedures and regulations. (xii) Reporting any maintenance or safety issues promptly to management. (xiii) Taking utmost care when moving office materials. (xiv) Performing any other duty assigned by the supervising officer. (xv) Any other task assigned by the management
37.	Security Guard	<u>Reports to:</u> Sectional Head <u>Key Responsibilities:</u> (i) Monitor and authorize the entrance and departure of employees, visitors, and vehicles. (ii) Maintain a visible, high-visibility presence to deter illegal and inappropriate activities. (iii) Check and secure all entry points, including doors, windows, and gates. (iv) Conduct regular patrols of the premises (interior and exterior) to ensure a secure environment. (v) Monitor surveillance equipment, such as CCTV cameras, for unusual activities. (vi) Report any suspicious occurrences or potential hazards like fires or unauthorized access. (vii) Respond promptly and appropriately to emergencies, alarms, or disturbances. (viii) Assist in emergencies like fire or medical incidents, coordinating with

S #	POSTS	JOB DESCRIPTION
		law enforcement or paramedics if necessary. (ix) Investigate security breaches and other incidents as needed. (x) Prepare and submit detailed incident reports, logs, and other required documentation. (xi) Act as a point of contact during emergencies. (xii) Assist in evacuations and ensure personnel are safely evacuated and accounted for. (xiii) Maintain security logs and other records in accordance with organizational guidelines. (xiv) Provide assistance and information to employees and visitors. (xv) Ensure the operational readiness of security systems and equipment. (xvi) Enforce policies and procedures to prevent losses and damage. (xvii) Any other task assigned by the management
38.	Gardener/Mali	<u>Reports to:</u> Sectional Head (Administration) <u>Key Responsibilities:</u> (i) Planting, cultivating, and maintaining flowers, shrubs, trees, and other vegetation. (ii) Mowing lawns, pruning hedges, and managing weeding and debris removal. (iii) Identifying and treating plant diseases and pests using fertilizers and pesticides. (iv) Providing proper watering and irrigation to maintain plant health. (v) Operating, cleaning, and performing minor repairs on gardening tools and machinery. (vi) Assisting with minor landscape design and implementing planting plans. (vii) Ensuring all gardening activities comply with health, safety, and environmental regulations. (viii) Maintaining accurate records of work performed, such as planting schedules, and reporting to a line manager. (ix) Any other task assigned by the management