

## JOB DESCRIPTION OF DIRECTOR INFORMATION S CIENCE & TECHNOLOGY DEPARTMENT

- Provide a structure that will ensure the Operation and Maintenance of the distribution systems, to give continuous, safe and reliable supply during presentation and meetings through Video Conferencing.
  - Co-ordinate all the activities in the Department including administrative responsibility of all District Headquarters of the Province.
  - Ensure efficient and smooth running VC System in the Province of Sindh.
  - Prepare inputs for the Department's Annual Plans of the Strategic Plan regarding Video Conferencing System.
  - Co-ordinate the preparation of Annual Budget of VC System.
  - Ensure a high standard of Safety for staff, equipment and public and inculcate a good safety and healthy atmosphere in the department.
  - Provide adequate resources for the province and divisions to perform efficiently.
  - To develop and maintain appropriate standardization of hardware and software throughout the Province.
  - Operation of campus audio visual equipment
  - Liaise with the District Headquarter of the Province.
- Submit timely progress reports (Quarterly and Annually) to high ups.