



**GOVERNMENT OF SINDH
INFORMATION SCIENCE & TECHNOLOGY
DEPARTMENT**

JOB DESCRIPTION OF OFFICERS

NAME OF POST	JOB DESCRIPTION
DEPUTY DIRECTORS{OPERATION/TECHNICAL/ DEVELOPMENT}	• To study of the existing process in the concerned ministries & divisions, doing system analysis and proposing system changes/ redesign in the light of process reengineered principles, identification of application to be implemented and development of detailed scope of work for the proposed implementation of the new environment • To develop project proposals and PC-Is and subsequently to develop the TORs and RFPs for the work to be under taken. • To monitor the software development and implementation work which is outsourced to implementing IT firms and to ensure that it is according to the TORs for the project. • Quality assurance and documentation of the developed software. • To work as per approved Wing of Department {Annexure-I}. • Maintain files / correspondence of respective Members / Director General-II

