EXISTING STRENGTH OF OFFICERS ALONGWITH THE JOB DESCRIPTION

S. NO.	NAME OF THE POST WITH BPS	EXISTING STRENGTH	JOB DESCRIPTION
1	2	3	4
1.	**Director (BPS-19)**	01	• 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.

2.	**Deputy Director (BPS-18)**	03	• 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.
3.	**Sr. Manager (Web / Portal) (BPS-18)**	01	• To identify web technologies to be incorporated into the different projects that are to be outsourced. • To evaluate alternate technologies and select the most suitable one for specific projects. • To develop project proposal and PC-1s and subsequently to develop the TORs and RFPs for the work to be undertaken. • To monitor the web component of work which is outsourced to implementing IT firms and ensure that this is according to the define scope of work. • To help different division in maintenance/updating of their websites after the project in hand in finalized and the IT firms leave after completing the project.
4.	**Sr. Manager (Network / Hardware) (BPS-18)**	01	• To establish the networking requirements, both local-area and wide-area, for the different projects that are to be outsourced. • To evaluate alternate technologies and select the most suitable one for specific projects. This will include evaluating the types of networks as well as particular products to be incorporated within these networks • To develop project proposals and PC-1s and

			subsequently to develop the TORs and RFPs for the work to be undertaken. • To monitor the networking component of the work which is outsourced to implementing IT firms and ensure that this is according to the defined scope of work.
5.	**Sr. Manager (Database) (BPS-18)**	01	• To identify the database packages to be incorporated into the different projects that are to be outsourced. • To evaluate alternate technologies and select the most suitable one for special project. • To provide inputs on the database requirements to incorporated into PC-1 and subsequently TORs for the work to be outsourced. • To monitor the database component of work being performed by the implementing IT firms and ensure that this is according to the defined scope of work.
6.	**Video Conferencing Engineer (BPS-17)**	08	• Video Conferencing Engineer provides infrastructure and operational management of Video Conferencing services. • Problems solving skills and chain management. • To create accurate and detailed documentation of a diverse group of business units. • Project management skills, time management and organizational skills. • To provide basic training and practical video conferencing techniques. • To evaluate the quality of video and audio by seeing and hearing. • To communicate plans, status and issues to Director Operation on a regular basis.
7.	**Assistant Director (BPS-17)**	03	• Assist the Deputy Director/System Analyst while preparing ground work for implementing the physical work of project activities. • He will monitor the physical activities of the project and assist the Deputy Director/System Analyst in execution of the project as per work plan. • He will prepare periodical physical progress reports (MPR, QPR and SPR) and submit to the Deputy Director/System Analyst for verification and submission to the Director General. • He will prepare technical and analytical for verification for presentation at different events.

8.	**Sr. Data Processing Officer (BPS-17)**	02	• Organizes documents, prepares and codes data for entry into computer system. • Enters data into system via on-line terminals and other data entry devices, verifies for accuracy and completeness. • Reconciles any discrepancies in concerned files. • Files material into proper location. • Assist with other work processing or other tasks as needed. • Any other duty/responsibility assigned by the Competent Authority in addition to prescribed job description.