



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

JOB DESCRIPTION OF OFFICERS

NAME OF POST	JOB DESCRIPTION
DIRECTORS{OPERATION/TECHNICAL/ DEVELOPMENT}	• 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 and 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. • To work as per approved Wing of Department (Annexure-I). » Maintain files / correspondence of respective • Members / Director General-11
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