

JOB DESCRIPTIONS

Director Admin & Accounts BS-19

- To run administrative function.
- Developing & ensuring clear organizational policies.
- Management of human resources.
- Monitoring of Collection & compilation of administrative information.
- Managing administrative Budget.
- Hiring & training of staff.
- Monitoring operating expenses.

Director (Statistics) BS-19

- To supervise the activities of Technical Section i.e. Social Statistics, Agriculture, Industries, Publication and Data Processing Section in Bureau of Statistics.
- To set strategies and provide necessary guideline for data collection, compilation, enumeration, dissemination, and analysis to statistical wings for socio-economic findings, and policy formulation.
- To prepare, design, organize the technical parameters which includes finalization of indicators list, questionnaire and sampling methodology for various surveys and census to be conduct in the province.
- To coordinate / liaison with other line departments of Sindh.

Additional Director Data Processing BS-19

- Supervision of all jobs being carried out in Data Processing Section.
- Lead, motivation and manage Data Processing Section
- Overseeing the collection, storage, management, quality and protection of data
- Providing guidance on electronic data processing to provincial departments
- Through understanding of the business and data strategy
- Designing and implementing data strategies and systems
- Implementing data privacy policies and complying with data protection regulations
- Effectively communicate the status, value, & importance of data collection to executive members/staff.
- Knowledge of relevant applications, big data solutions, and tools
- Assessment of data processing requirement
- Organizing training programs to enhance capabilities of Bureau's technical staff for use of computer
- Providing guidance to System Analyst in system designing and updating of existing systems
- Helping programmers in solving the programming problems
- Checking of results before sending to user sections
- To prepare computer aptitude tests for different posts of D.P Section and review them periodically for subsequent changes.

Deputy Director Admin & Accounts BS-18

- To ensure punctuality and discipline
- To deal with the matters of Recruitment, Promotion, Confirmation and Transfer.
- To process leaves i.e. Earned leave, Medical Leave, Maternity Leave and Ex Pakistan leave and forward to P&D for approval as per rules.
- To prepare, maintain, issue and update seniority lists of officers / officials.
- To communicate/coordinate with employees in order to organize trainings for capacity building.
- To keep update Annual Confidential Reports (ACRs).
- Resolving conflicts through positive and professional mediation under the supervision of Director Admin.

- Manage and oversee the daily operations of accounts, cash receipts, general ledger, payroll, utilities, treasury, budgeting, cash forecasting.
- Procurement as per SPPRA Rules.
- Preparation of Tender documents.
- Look after the inventory of stock registers.
- To ensure the update of log Books of Vehicles, properly.
- Coordinate and complete annual audits.
- Predicting future financial needs.
- Reviewing, monitoring, and managing budget.

Deputy Director (Statistics) BS-18

- Acquisition, tabulation, checking, analysis and validation of Statistical data of various Socio-economic sectors of economy.
- To Compile and prepare data for printing Reports & regular publications of Sindh Bureau of Statistics for the use of planners and users.
- To Conduct & supervise various types of Socio-economic surveys of Sindh
- To edit schedules and take appropriate steps to remove any inconsistencies there in.
- To examine given data critically for accuracy validity and coverage.
- To adjust data by means of estimation, re-classification and internal verification etc.
- To calculate appropriate rates, average and other analytical measures as may be required with reference to data collected to be produced.
- To write and review explanatory notes for bringing out the scope and limitation of data.
- To present result oriented data in tabular and graphic form to identify trends..
- Helping to formulate policy / strategy for planners & organizations.

Senior System Analyst BS-18

- Examining existing systems and design new or Improved data processing procedures.
- Design data processing system for various jobs
- Responsible for reviewing, analyzing and occasionally modifying systems including encoding, testing, debugging and installing to support applications systems.
- Talking to users (requirements gathering)
- Producing specifications for new or modified systems.
- Liaising with other IT staff such as programmers to produce new systems / programs and guide them.
- Implementing new systems
- Responsible for user training and feedback
- Outline the tabulation programs
- Examine the existing proformas / returns and design computer oriented forms for different surveys.
- Revise coding schemes / instructions for the proposed applications.

Assistant Director BS-17

- To assist in supervising the matters related to administration and general issues and report to Deputy Director Admin.
- To assist in Recruitment and hiring process of employees for the department.
- To assist organizing programs or providing one-on-one training to employees.
- Streamline day-to-day activities, or meet new objectives.
- To assist to maintain the punctuality and discipline in department and submit report to Deputy Director Admin.
- Creating weekly or monthly schedules for assignments.

Accounts Officer BS-17

- To prepare Budget Estimate
- To prepare Revised Estimate
- To prepare Surrender of Savings
- To prepare proposal for SNE
- Re appropriation of Budget
- To prepare list of Excess and Surrender
- To Assist Deputy Director Finance in other Financial matters.
- Any other assignment assigned by Director Finance time to time.

Statistical Officer (Bps-17)

- Acquisition, tabulation, checking, analysis and validation of Statistical data of various Socio-economic sectors of economy.
- To Compile and prepare data for printing Reports & regular publications of Sindh Bureau of Statistics for the use of planners and users.
- To Conduct & supervise various types of Socio-economic surveys of Sindh
- To edit schedules and take appropriate steps to remove any inconsistencies there in.
- To examine given data critically for accuracy validity and coverage.
- To adjust data by means of estimation, re-classification and internal verification etc.
- To calculate appropriate rates, average and other analytical measures as may be required with reference to data collected to be produced.
- To write and review explanatory notes for bringing out the scope and limitation of data.
- To present results meaning fully in tabular and graphic form.

Programmer BS-17

- To write, compile test and debug the computer programs based on specifications prepared by the Systems Analysts.
- To prepare micro flow-charts specifying the logic of the computer programs
- To prepare test data for testing computer programs
- To document properly various computer programs written.
- To keep records of final data for all jobs in backup file on cartridge & CD
- To assist system analyst in system designing.
- To execute programs and produce listing and table of the jobs
- Designing and testing computer structures
- Troubleshooting system errors.
- Managing database systems
- Maintaining operating systems.
- Editing Source-code
- Providing tech support.

Data Processing Officer BS-17

- To assist the system Analyst/Programmer in the preparation of spacing charts.
- To code the source documents.
- To prepare coding/transcription sheets.
- To design (Input) layout.
- System flow charts.

- Coding Plan.
- Designing of computer oriented forms.
- To supervise the data entry unit in D.P. Section.
- To establish and review batch controls.
- To check the output for quality and transmittal.
- To maintain casual leave records and deal with Administrative matters.
- To maintain miscellaneous office files of data processing section.