



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF TEHSIL SPORTS OFFICER/ADMINISTRATION/CARE TAKER/OFFICER IN-CHARGE (BS-16) IN THE YOUTH AFFAIRS, SPORTS ARCHAEOLOGY & TOURISM DEPARTMENT (CASE NO. 20RH2019)

MAIN RESPONSIBILITIES AND TASKS

1. Tehsil Sports Officer would be the ex-officio Secretary of the Tehsil Sports Committee.
2. Maintenance and upkeep of the accounts of the Tehsil Sports Committee.
3. Shall prepare half yearly progress reports on the sports activities of the Tehsil and submit the same to the District Sports Officer with copy to the Divisional Sports Officer and Director General Sports, Punjab.
4. Shall help and guide the clubs and educational institutions in the conduct of coaching / training Programs / tournaments and shall supervise their activities to maintenance of high standard of games in the Tehsil
5. Shall carry out all the policies / duties assigned by the Provincial Directorate General Sports Punjab / Divisional / District Sports Committee.
6. Shall conduct youth Programme.
7. Shall help the local clubs and institutions in the acquisition of play field and establishment or permanent sports coaching centers in the Tehsil.
8. Shall arrange training and coaching programme for the talented players of the Tehsil with the help of Divisional coaches.
9. Shall formulate new schemes for the promotion of sports and games.
10. Shall maintain record of youth in particular and other sportsmen in Tehsil.
11. Shall carry out any duty / orders assigned by the Director General Sports Punjab.

REQUIRED QUALIFITIES/DISPOSITION AND PRIORITY OF PERSONALITY

TRAITS

1. Administrative Ability
2. Financial Responsibility.
3. Communication Skills.
4. Leadership Qualities.
5. Decisiveness.

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