



PUNJAB PUBLIC SERVICE COMMISSION
LDA PLAZA- Edgerton Road, Near Aiwan-e-Iqbal, Lahore

JOB DESCRIPTION FOR RECRUITMENT TO ONE (01) POST OF ASSISTANT DIRECTOR (FOOD LABORATORIES) (BS-17) ON CONTRACT BASIS FOR THE PERIOD OF 03-YEARS IN THE PUNJAB FOOD AUTHORITY, FOOD DEPARTMENT.

MAIN RESPONSIBILITIES AND TASKS

1. To Assist the Deputy Director (Laboratories) in developing and implementing plans and goals for the Food Laboratory Section.
2. To ensure compliance with regulations and internal policies.
3. To conduct Regular Performance Audits / Inspections of Food laboratories.
4. To collect reports (Monthly / Periodic Performance Reports) from the Government Public Analyst and submit them to the Competent Authority.
5. To fulfill official duties as assigned by the Deputy Director Laboratories.
6. Coordination with other managerial staff within the Food Laboratory Section and others as directed by the Competent Authority.

Occasional Tasks and Responsibilities.

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