



# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF MANAGER BASIN STUDIES IN THE MINES & MINERALS DEPARTMENT (CASE NO.16H2019)**

### **MAIN RESPONSIBILITIES AND TASKS**

1. Manage the Basin Studies Branch, Plan and review programs to provide and market information on the subsurface geology of the sedimentary basins of the province, manage budget, allocate resource, provide advice and consultancy services to government and industry to support Directorate General of Mines & Minerals, Punjab objectives.
2. Provide for timely and effective delivery of services through planning and review of programs and projects involving both Branch and Divisional resource.
3. Promote and market the potential resource base of sedimentary basins to industry and government.
4. Provide specialist advice and information on the geology and potential of the sedimentary basins of the province, analyses data and review reports.
5. Achieve the maximum benefit from basin studies data and programs through liaison and negotiation with senior managers in the public and private sectors.
6. Develop appropriate policies, systems and procedures, including computer based applications and databases.
7. Promote co-operative research programs with specialist industry and research groups.
8. Manage, train and develop all staff of the Basin Studies Branch.

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