



PUNJAB PUBLIC SERVICE COMMISSION
7-Edgerton Road, LDA Plaza, Near Aiwan -e- Iqbal, Lahore.

**JOB DESCRIPTION FOR THE POST OF MANAGER SPECIAL SECTION
(BS-17) IN THE CHILDREN LIBRARY COMPLEX, SCHOOL EDUCATION
DEPARTMENT (CASE NO. 16-RM-2023)**

MAIN RESPONSIBILITIES AND TASKS

1. Smooth provision of services and facilities.
2. Supervision of the staff of the Special Section and coordination with other sections.
3. To plan, coordinate and implement activities for the children with special needs.
4. Counseling of the parents and children with special needs.
5. Celebration of special days for children with special needs.
6. Maintenance of stock and other specified registers.
7. Monthly progress report of the Section.

OCCASIONAL TASKS AND RESPONSIBILITIES

1. To organize and attend seminars / trainings / conferences relating to special education.
2. Any other duty assigned by the Managing Director / Deputy Director.

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