

PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF BUSINESS PROCESS RE-ENGINEERING (BPR) SPECIALIST (BS-17)

Main responsibilities and Tasks

- To undertake studies leading to the improvement of business process.
- To develop modern business methods.
- Application of formal BPR methods using activity and data modeling.
- Identify best practices, create and assess performance measurements.
- Provide group facilitation, interviewing, training and provide additional forms of knowledge transfer.
- Provide key coordination between multiple project teams to ensure enterprise-wise integration of re-engineering efforts.
- Provide daily supervision and direction to research Analysis.
- Actively lead research efforts and supervise policy and strategy documentation.
- Any other tasks assigned by the Directorate.

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