



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

**SUBJECT: RECRUITMENT TO ONE (01) POST OF MONITORING OFFICER (BS-17)
ON CONTRACT BASIS FOR A PERIOD OF THREE YEARS IN THE PUNJAB
PLANNING & DEVELOPMENT BOARD.**

JOB DESCRIPTION

MAIN RESPONSIBILITIES AND TASKS

- 1) Assist the Assistant Chief in holding and organizing official meetings, preparation of meeting notices, working papers, minutes of the meeting etc.
- 2) Preparation of Annual Development Programme (ADP) with respective departments.
- 3) Assist the Assistant Chief in appraising the new schemes/ projects submitted by the department regarding land management and facilitate approval of schemes by the respective competent forum.
- 4) Implement Monitoring and Evaluation Strategy / System based on Logical Framework Analysis of the Programme, covering baseline, outcomes, outputs, activities, benchmarks and targets, including key indicators.
- 5) Prepare and implement training programme of enhancing the M&E guidelines.
- 6) Keep abreast of new methods and techniques with regard to M&E of sustainable management of land resources based on M&E Guidelines.
- 7) Develop targets and performance indicators to be included in the monitoring system for programme activities, annual reviews and special studies, and develop briefs / special report as and when required.
- 8) Ensure timely completion of approval processes monitoring the progress of development scheme of relevant departments.
- 9) Assist the Assistant Chief during last year of the SLM project to effectively conclude and document the project activities while ensuring transmission of knowledge and learning to Environment & Climate Change Section of P&D Board.
- 10) Follow up with all stakeholders for implementation of long term National / Provincial Action Programme, (10 years programme 2017-2027) under the guidance of Assistant Chief (Land Management) and Chief (Env & CC).
- 11) Held Assistant Chief that the Provincial Action Plan on Desertification is mainstreamed into Sectoral policies and plans.
- 12) Assist the Assistant Chief to properly document the lesson learnt and best practices of SLMP for further dissemination to the Provincial line agencies and stakeholders.
- 13) Provide effective support to Assistant Chief to coordinate with stakeholders for preparing reports with reference to implementation / compliance of UNCCD and other relevant Multilateral Environmental Agreement (MEAs) in Punjab.
- 14) To perform any other duties as required by the Chief (Env & CC) and Assistant Chief (SLM/LD3).

DATED: 05-09-2023

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