



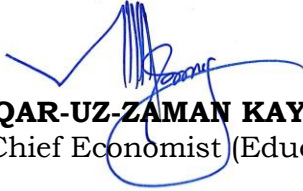
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GOVERNMENT OF BALOCHISTAN
PLANNING & DEVELOPMENT DEPARTMENT

OUR FAITH, CORRUPTION FREE PAKISTAN

Dated Quetta, the **05th** December, 2025

Subject: - **JOB DESCRIPTION OF OFFICERS OF THE PLANNING AND DEVELOPMENT DEPARTMENT GOVERNMENT OF BALOCHISTAN**

Kindly refer to the subject cited above and to enclose herewith Job Descriptions of Officers of the Planning and Development Department Government of Balochistan dully approved by the Additional Chief Secretary (Dev), Planning and Development Department for your information and Compliance please.


(WAQAR-UZ-ZAMAN KAYANI)
Joint Chief Economist (Education)

C.C

1. The Chief Economist P&DD, Quetta.
2. The Secretary (Planning) P&DD, Quetta.
3. The Secretary (Implementation) P&DD Quetta.
4. The Joint Chief Economist (Social Sectors) P&DD, Quetta
5. The Joint Chief Economist (Production) P&DD, Quetta
6. The Joint Chief Economist (Infrastructure) P&DD, Quetta.
7. The Director General (M&E) P&DD, Quetta.
8. The Director General (Implementation) P&DD, Quetta.
9. The Director Bureau of Statistics P&DD, Quetta
10. All the Chief of Sections in P&DD, Quetta.
11. All the Superintending Engineers in P&DD, Quetta.
12. All the Divisional Director Developments P&DD.
13. All the Deputy Directors Bureau of Statistics P&DD, Quetta.
14. All the Assistant Chiefs in P&DD, Quetta.
15. All the Executive Engineers in P&DD, Quetta.
16. All the System Analysts in P&DD, Quetta.
17. All the Divisional Deputy Director Developments P&DD.
18. All the Research Officers in P&DD, Quetta.
19. All the Assistant Engineers in the P&DD & at Divisional Headquarters.
20. All the Assistant Directors Bureau of Statistics P&DD, Quetta.
21. All the Assistant Directors (Developments) P&DD.
22. All the Assistant System Analysts P&DD, Quetta.
23. All the Computer Programmers P&DD/BOS, Quetta.
24. MF
25. Office Copy



PLANNING AND DEVELOPMENT DEPARTMENT GOVERNMENT OF BALOCHISTAN

JOB DESCRIPTIONS OF OFFICERS

OFFICE OF THE ADDITIONAL CHIEF SECRETARY (DEV) PLANNING AND DEVELOPMENT
DEPARTMENT GOVERNMENT OF BALOCHISTAN

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ADMINISTRATION

JOB DESCRIPTIONS

ADDITIONAL CHIEF SECRETARY (DEV)

1. The Additional Chief Secretary (Dev) is the official head of the Planning and Development Department and custodian of the Development activities in the province.
2. Uphold the proper conduct of departmental business in accordance with the Rules of Business, ensuring adherence to instructions and to ensure compliance with planning manuals and guidelines.
3. Recommend Provincial PSDP formulation policy to the provincial government vision in light of development policies / plans and allocating funds to projects and programs in alignment with provincial objectives / development priorities.
4. Present funds authorization policy for consideration of the Government.
5. Ensure that Provincial PSDP reflects needs of various sectors and contributes to overall development goals.
6. Supervise management of budgets for development projects, ensuring transparency, accountability, efficient utilization and preparation / implementation of sectoral plans.
7. Oversee process of inclusion of Balochistan specific projects of Federal PSDP.
8. Ensure that all foreign grants, loans, and technical assistance are closely aligned with the objectives outlined in the long-term development plans and to achieve the strategic goals set forth by the department and maximize the effectiveness of external support.
9. Actively help, guide and steer several important committees, including the Foreign Assistance Lead Committee, the Debt Management Technical Committee, and the Negotiation Committee to coordinate efforts, manage responsibilities, and facilitate negotiations related to foreign assistance and debt management.
10. Ensure that loans are managed efficiently and responsibly: monitoring loan agreements, compliance, and performance to safeguard the provincial government's financial position and support sustainable development objectives.
11. Chairperson of Provincial Development Working Party and shall exercise powers as conferred to the forum.

12. Ensure effective collaboration with federal government / ministries, international development partners, and organizations to ensure coherence with national and international development frameworks.
13. Liaison with the Federal Government for Federal Assistance through Federal PSDP and other programs.
14. Plan and coordinate for Capacity Building of Civil Servants of Government of Balochistan through foreign trainings and Inland trainings of the Officers / Officials of P&DD.
15. He / She shall, by means of standing orders, distribute the work among the officers, branches and sections within the Department. Such orders may specify the cases or class of cases which may be disposed of by an officer subordinate to the ACS and also specify the channel of communication.
16. Review the delegation of powers to various officers in the Department periodically to ensure maximum delegation of authority for disposal of cases at the initial and middle stages, with a reporting system to keep him fully informed.
17. Oversee provision of regular and comprehensive updates to the federal / provincial government on the status of policies, plans, development programs, projects, and initiatives.
18. Oversee implementation of robust monitoring and evaluation mechanisms to assess project progress and impact as well as to present achievements, challenges, and recommendations to guide informed decision-making.
19. Ensure utilization of data-driven insights to make informed decisions and improvements to ongoing projects.
20. Exercise administrative control over Authorities, guiding their activities and ensuring alignment with provincial development priorities.
21. Or any function, assigned by the Competent Authority.

SECRETARY (PLANNING)

1. Oversee financial and administrative matters within the Planning and Development Department, ensuring efficient and effective utilization of resources.
2. Establish and maintain strong relationships with donor agencies and development partners.
3. Coordinate foreign aid-related matters, including funding, project execution, and reporting.
4. Assist and provide advice to the Additional Chief Secretary (Development) in matters related to foreign training programs.
5. Coordinate with the Economic Affairs Division (EAD) on foreign training matters.
6. Identify and address capacity-building needs within the department.
7. Coordinate / recommend domestic / foreign trainings for capacity building of human resource of the province.
8. Arrange for appropriate publicity and communication efforts to highlight the impact of development activities on the socio-economic development of the province.
9. Serve as a Financial Head of the Bureau of Statistics, responsible for overseeing financial management, budget allocation and expenditure control.
10. Oversee the activities of the Bureau of Statistics for data collection and preparation of reports.
11. Advocate for the adoption and integration of Information Technology (IT) and Artificial Intelligence (AI) solutions to enhance management processes within the department.
12. Identify opportunities to leverage IT and AI for data analysis, decision-making, and resource optimization.
13. Supervise cleanliness of the Planning and Development Department.
14. Or any function, assigned by the Competent Authority.

DEPUTY SECRETARY

1. Review summaries, drafts, notes, and correspondence pertaining to the admin wing, before submission to the Additional Secretary/Secretary.
2. Ensure smooth inter-sectional coordination and resolve operational bottlenecks.
3. Oversee HR matters including postings, transfers, leave, disciplinary cases, and service-related issues.
4. Ensure proper attendance monitoring, verification, and compliance with office discipline.
5. Supervise matters related to office management, vehicles, maintenance, procurement of services, and logistics.
6. Supervise the preparation of annual budget estimates (current).
7. Coordinate with relevant wings and departments to ensure timely responses.
8. Supervise processing of nominations for foreign trainings, workshops, and learning programs. Ensure compliance with rules for foreign visits (NOCs, clearances, approvals).
9. Monitor progress of tasks assigned to each section and ensure timely completion.
10. Represent the department in inter-departmental meetings when assigned.
11. Perform any additional tasks assigned by the Senior Management or competent authority.

DEPUTY SECRETARY (JUDICIAL)

1. Manages all litigation pertaining to the department.
2. Coordinates with Law Dept., AG/AGP Offices, and legal focal persons.
3. Examines petitions and prepares/drafts para-wise comments.
4. Monitors case progress and ensures timely representation in courts.
5. Ensures compliance of court orders and maintains case registers.
6. Provides legal vetting/opinions on departmental matters.
7. Prepares legal briefs for senior officers.

SECTION OFFICER (ADMIN)

1. Maintain personal files, leave records, and service books of all staff.
2. Process leaves cases, postings, transfers, and disciplinary matters.
3. Coordinate recruitment processes as per government rules.
4. Monitor daily attendance through biometric/manual systems.
5. Issue reminders, notices, and process disciplinary actions for absenteeism.
6. Oversee office maintenance, cleanliness, and building-related matters.
7. Any other task assigned by senior officers related to general administration or coordination.

SECTION OFFICER (BUDGET)

1. Prepare annual budget estimates (current) for the department.
2. Compile budget forecasts from all wings/sections.
3. Track funds utilization and expenditure trends.
4. Coordinate with Finance Department regarding releases, re-appropriations, and supplementary grants.
5. Ensure expenditures follow government financial rules and PPRA regulations.
6. Process bills, sanctions, and financial summaries.
7. Prepare monthly, quarterly, and annual expenditure reports.
8. Maintain record of budgetary allocations and spending.
9. Liaise with Finance Department, AG Office.
10. Handle procurement of office materials following BPPRA rules.
11. Any other task assigned by senior officers related to general administration and coordination.

SECTION OFFICER (GENERAL)

1. Scrutinize and process all Assembly Questions (Starred, Un-starred, and Adjournment Motions) received from the Assembly Secretariat.
2. Coordinate with relevant wings/sections to obtain accurate and timely information.
3. Ensure timely submission of replies to the Assembly Secretariat.
4. Maintain complete record of Assembly Questions, replies, and follow-up actions.
5. Process all nominations for foreign trainings, workshops, and exposure visits.
6. Coordinate with EAD, donor agencies, training institutions, and concerned departments.
7. Maintain updated record of all foreign trainings, completed trainings, and pending nominations.
8. Ensure timely follow-up on all matters under the General Section's domain.
9. Any other task assigned by senior officers related to general administration and coordination.



PLANNERS AND ECONOMISTS WING

CHIEF ECONOMIST

1. The Chief Economist Balochistan is the Technical head of the Economist wing in P&DD, responsible for the overall supervision, guidance, performance management of Joint Chief Economists and their sectoral teams.
2. Ensure development vision of the government are aligned with relevant policies, strategies and plans to promote socio economic development of the province.
3. Provide technical support in preparation of annual Public Sector Development Program; and participate in related activities, including data collection and analysis.
4. Serve as a key technical member of the Provincial Development Working Party (PDWP) and other development forums, providing economic appraisal and recommendations on development schemes.
5. Ensuring inter-sectoral coordination through Joint Chief Economists, especially for cross-cutting economic policy issues and multi-sector projects.
6. Conduct thorough economic research and analysis to understand the province's economic landscape, trends, and challenges and support ACS (Dev) in conducting annual review of Balochistan's economy in the light of economic research and analysis conducted.
7. Continuously monitor economic data, trends to identify shifts and emerging patterns. Understand the underlying factors influencing these trends and their potential impact on the province's economy. Provide insights into potential risks and opportunities.
8. Lead analysis of the effectiveness of public investments in various projects. Identify areas for improvement and propose remedies to optimize the impact of public resources.
9. Collaborate with government agencies, private sector entities, international organizations, and academic institutions to foster partnerships and knowledge sharing. Represent the department in economic discussions and forums.
10. Prepare and present economic reports, briefs, and presentations for the government, policymakers, and stakeholders, as well communicate complex economic concepts clearly and effectively.
11. Provide expert advice and guidance on the formation and establishment of a Project Management Units (PMU). Assist in defining the PMU's purpose, structure, roles, and responsibilities for the selected projects.
12. Any task assigned by the competent authority.

JOINT CHIEF ECONOMIST

1. Collaborate closely with the Chief Economist to assist in overseeing and guiding the economic research and analysis activities of the department, in the assigned sectors.
2. In the assigned sectors, gather and analyze economic data, utilizing statistical methods and econometric techniques, to provide insights into the economic performance and trends of Balochistan.
3. Assist in conducting comprehensive analyses of specific sectors within the economy, identifying growth opportunities, challenges, and sector-specific policy recommendations.
4. Assist in the development of economic forecasts and projections, playing a role in estimating key indicators like GDP growth, inflation rates, and employment figures.
5. To Support preparation of annual Public Sector Development Program. And participate in related activities, including data collection and analysis.
6. Provide guidance and oversight for the preparation of cash plans and work plans, ensuring adherence to prescribed formats.
7. Contribute to the creation of reports, briefings, and presentations that communicate economic insights and findings to various stakeholders, both technical and non-technical.
8. Mentor and guide the Chiefs of Sections and their staff, nurturing their professional development, enhancing their analytical and critical thinking abilities, refining their information-gathering competencies, and furthering their project appraisal skills: particularly within the framework of their respective sectors.
9. Represent the department in relevant forums, workshops, and seminars, sharing economic perspectives with a wider audience.
10. Supervisory officer of the sector concerned to review the stages in project management cycle.
11. Support in Appraisal of development projects.
12. Promote Research in the sector concerned through close coordination with the development partners and academia.
13. Any task assigned by the competent authority.

CHIEF OF SECTION

1. Lead the assessment and evaluation of proposed development projects within the section's area of expertise, ensuring alignment with departmental goals and standards.
2. Authorize funds for approved development projects in line with approved policy, overseeing budget allocation and financial management to ensure efficient resource utilization.
3. Assist in conducting project approval forum meetings, providing expert insights and recommendations to facilitate informed decision-making.
4. Organize and lead progress review meetings for ongoing projects, monitoring milestones, and addressing any challenges or deviations from project plans.
5. Maintain extensive knowledge of the respective sectors, staying informed about the latest trends, innovations, and best practices to inform project planning and execution.
6. Prepare high-quality technical inputs, including briefs, comments, draft summaries, working papers, and notes for the Chief Secretary etc. to support informed decision-making.
7. Support Joint Chief Economists in development research and the preparation of policies and plans, providing technical expertise and assistance.
8. Prepare and deliver presentations, reports, and updates on sector-specific initiatives and developments, both internally and externally.
9. Supervise, and guide Assistant Chiefs and Research Officers within the section, providing mentorship, direction, and fostering a culture of excellence and collaboration.
10. Collaborate with internal and external stakeholders, including government agencies, experts, and partners, to gather insights and foster cooperation in advancing departmental goals.
11. Ensure that all projects within the section adhere to relevant laws, regulations, and departmental policies, with a focus on quality and impact.
12. Ensure compliance with the implementation of the project life cycle, from initiation to closure, to maintain consistency and quality in project execution.
13. Implement and oversee the adoption of PSDP automation software to enhance project management and monitoring capabilities.
14. Identify opportunities for process improvement within the section, optimizing procedures and practices to enhance efficiency and outcomes.

CHIEF OF SECTION (PROGRAMMING)

1. Manage and record all changes in PSDP as approved by PDWP, Cabinet, and other competent forums.
2. Consult with relevant Chiefs of Sections to incorporate approved revisions and other changes in PSDP.
3. Maintain an updated and accurate PSDP database.
4. Assist in formulation of Authorization Policy for development projects.
5. Coordinate with all Chiefs of Sections, line departments, and development stakeholders for PSDP formulation and finalization.
6. Review and prioritized development projects in PSDP, adhering to provincial priorities and available fiscal space.
7. Provide analytical support to ACS (Dev:) for PSDP evaluation, financial review, and policy analysis.
8. Supervise the development, maintenance, and enhancement of the PSDP Automation System.
9. Facilitate government departments in uploading projects and ensuring data accuracy in the PSDP automation system.
10. Provide operational and technical support for the M&E Application to the M&E Wing and Director Development Offices.
11. Serve as focal person for providing updated briefs regarding PSDP to higher authorities.
12. Guide and supervise Assistant Chief (Programming), Research Officer (Programming), System Analyst, and other staff in preparation of briefs, presentations, and PSDP-related data.
13. Support ACS (Dev:) in assigned tasks related to PSDP planning, budgeting, and project implementation and any task assigned.
14. Review and validate sector-wise data received from departments.

CHIEF OF SECTION (FEDERAL PROJECTS)

1. To supervise the work of Assistant Chief, Research Officers and other staff, guide them in official matters.
2. Lead to conduct project appraisals, prepare working papers, briefs and notes etc. relating to Federal Projects of Balochistan Province, Process projects' PC-1s and PC-IIs for consideration by the provincial / federal level forums like Provincial Development Working Party (PDWP), Central Development Working Party (CDWP) and Executive Committee for National Economic Council (ECNEC) etc.
3. To ensure timely submission of minutes, PC-Is or PC-IIs to Federal Government for placing before the relevant approving forums.
4. To coordinate all stakeholders relating to Federal Projects at Federal and Provincial level.
5. Ensure that all projects within the section adhere to relevant laws, regulations, and departmental policies, with a focus on quality and impact.
6. Identify opportunities for process improvement within the section, optimizing procedures and practices to enhance efficiency and outcomes.
7. Supervise maintaining accurate and organized Section's documentation, including correspondence, minutes, reports, and notes etc. to facilitate effective management.

CHIEF OF SECTION (CSR)

1. To supervise the work of Assistant Chief, Research Officers and other staff, guide them in official matters.
2. Lead to conduct field / market surveys to analyze prices of various items.
3. To coordinate all stakeholders i.e. Nation Building Departments (NBDs) and other relevant authorities in preparation / Updating Balochistan Composite Schedule of Rates.
4. To suggest addition / deletion of items of BCSR based upon best engineering practices and availability of quality items in the market ensuring Economy, Efficiency and Effectiveness with the approval of notified Technical Committee of CSR.
5. To work in close liaison with MRS wings of sister provinces, to learn their best practices to update BCSR regularly on scientific basis using ICT interventions.
6. To keep inform Chief Economist Balochistan during preparation / updating of Balochistan Composite Schedule of Rates.
7. Supervise maintaining accurate and organized Section's documentation, including correspondence with all stakeholders, market / field reports, and notes etc. to facilitate effective management.
6. Ensure that after conducting field / Market surveys and coordination with all stakeholders, the draft Balochistan Composite Schedule of Rates (BCSR) be placed before the relevant approving forum through proper channel.

CHIEF OF SECTION (FOREIGN AID)

1. Lead to Foreign Aid Section to coordinate & liaise with development partners and other organizations / donors through EAD.
2. To conduct project appraisals, prepare working papers, briefs and notes etc. relating to Foreign Aided matters, Process projects' PC-1s and PC-IIs for consideration by the provincial / federal level forums like PDWP, CDWP and ECNEC etc where applicable.
3. To assist Secretary (P) in preparation of brief, presentations and correspondences with donors and Federal Government through proper channel.
4. Coordinate Loan negotiations, in order to ensure that all new loan agreements are fully aligned with the provincial growth strategy and to maximize the effectiveness of foreign assistance resources.
5. Convene meetings of the Debt Management Technical Committee (DMTC) and the Negotiation Committee in a timely manner, in order to facilitate effective debt management, promote coordinated decision-making, and ensure that negotiations related to foreign loans are carried out efficiently in accordance with established policies.
6. Facilitate the preparation of concept papers across relevant departments to support donor financing initiatives aligned with international financial commitments and obligations. These sector-specific proposals will serve as a comprehensive database for future funding opportunities.
7. Collaborate in tracking the progress of projects, ensuring adherence to the project life cycle (PC-1 to PC-V), and regularly report on project status, milestones achieved, and challenges encountered. Provide timely updates to the higher authorities, facilitating efficient project management and informed decision-making.
8. To supervise the work of Assistant Chief, Research Officers and other staff, guide them in official matters.
9. Ensure that all projects within the section adhere to relevant laws, regulations, and departmental policies, with a focus on quality and impact.
10. Identify opportunities for process improvement within the section, optimizing procedures and practices to enhance efficiency and outcomes.
11. Supervise maintaining accurate and organized Section's documentation, including correspondence, minutes, reports, and notes etc. to facilitate effective management.

ASSISTANT CHIEF OF SECTION

1. To supervise the work of Research Officers and other staff, guide them in official matters.
2. Undertake sector-specific research, identifying trends, issues, and best practices, and assisting in the development of evidence-based project strategies.
3. Assist the Chief of Section to conduct project appraisals, prepare working papers, briefs and notes etc. Process projects' PC-1s and PC-IIs for consideration by the provincial / federal level forums like Provincial Development Working Party (PDWP), Central Development Working Party (CDWP) and Executive Committee for National Economic Council (ECNEC) etc.
4. Collaborate in tracking the progress of projects, ensuring adherence to the project life cycle (PC-1 to PC-V), and regularly report on project status, milestones achieved, and challenges encountered. Provide timely updates to the Chief of Section, facilitating efficient project management and informed decision-making.
5. Support the implementation and oversee the adoption of PSDP automation software, enhancing project management and monitoring capabilities.
6. Ensure that all projects within the section adhere to relevant laws, regulations, and departmental policies, with a focus on quality and impact.
7. Identify opportunities for process improvement within the section, optimizing procedures and practices to enhance efficiency and outcomes.
8. Supervise maintaining accurate and organized Section's documentation, including correspondence, minutes, reports, and notes etc. to facilitate effective management.
9. Provide administrative support to the Chief of Section, including scheduling meetings, managing communications, and handling routine departmental tasks as needed.
10. Pursue opportunities for professional development, staying updated on latest sectoral knowledge, modern skills, technologies like artificial intelligence, project management tools, GIS mapping tools, and document management systems etc.

RESEARCH OFFICER

1. Conduct research on planning and development issues, gather data, and analyze information to provide insights and recommendations for informed decision-making.
2. Prepare technical reports, briefs, working papers, appraisal notes, and presentations etc. contributing to informed decision-making relevant to the Section's functions.
3. Collaborate with internal and external stakeholders, including government ministries, departments, agencies, authorities and experts, to gather information and insights, fostering cooperation and knowledge sharing for effective service delivery / public service.
4. Meetings' Preparation Support: Provide support to Assistant Chief of Section and Chief of Section in convening various meetings. Issue meeting notices, prepare draft minutes of the meetings, make working papers and prepare presentations etc.
5. Supervise maintenance of records of sections' correspondence research findings, data, and projects-related documentation etc. for reference and reporting.
6. Ensure that all activities and outputs comply with relevant laws, regulations, and departmental / government policies.
7. Stay informed about developments and trends in the respective sectors, contributing to the department's knowledge base and that of respective sector(s).
8. Assist the Assistant Chief of Section and other senior staff in various tasks, including project coordination, report preparation, and meeting organization etc.
9. Pursue opportunities for professional development, staying updated on latest sectoral knowledge, modern skills, technologies like artificial intelligence, project management tools, GIS mapping tools, and document management systems etc.

SYSTEM ANALYST

1. Research, analyze, and assess client IT needs, procedures, and issues, and develop proposals, recommendations, and plans to enhance current and future information systems.
2. Consult with users to define system requirements and collaborate with management to align with overall system principles.
3. Examine existing business processes, procedures, and work practices to identify areas for improvement.
4. Identify inefficiencies and recommend optimal business practices, system functionalities, and improvements.
5. Develop detailed functional specifications based on user and business requirements.
6. Recommend system modifications or expansions to improve workflow efficiency or support new operational purposes.
7. Evaluate and recommend tools for data integration, transformation, and storage to enhance data workflow efficiency.
8. Ensure system solutions comply with relevant data privacy and regulatory standards.
9. Provide advice on database architecture, network design, and high-level system architecture to support strategic IT goals.

COMPUTER PROGRAMMER

1. Design, implement, and maintain statistical data management systems using relational and non-relational databases, optimizing performance through indexing, query optimization, and regular maintenance.
2. Administer Linux / Windows server environments, configure network infrastructure, monitor performance, and implement containerization and deployment strategies.
3. Develop and maintain web applications using modern frameworks, design RESTful APIs for data access and integration.
4. Analyze workflows, propose digital transformation solutions, and implement emerging technologies to improve efficiency.
5. Liaise with government and private organizations on technical matters, ensuring effective coordination and collaboration.



IMPLEMENTATION AND M&E WINGS

SECRETARY (IMPLEMENTATION)

1. Supervise the Implementation & Monitoring Wing of the P&D Department.
2. Ensure fulfillment of the mandate under the Government's Rules of Business regarding efficient implementation and monitoring of Federal PSDP, Provincial PSDP, outside PSDP, and foreign-assisted projects.
3. Ensure quarterly progress reviews of Federal, Provincial, and Foreign-funded projects are conducted regularly and that necessary actions are recommended based on ground realities and public interest.
4. Chair quarterly progress review meetings on behalf of the ACS (Dev) and issue appropriate decisions or directions.
5. Chair follow-up meetings on monitoring report findings where issues, gaps, or irregularities are highlighted, and ensure corrective or disciplinary actions by concerned departments as per rules.
6. Report repeated non-compliance or unresolved issues to higher authorities for necessary action.
7. Oversee compilation of bi-annual and annual implementation/monitoring reports and ensure timely submission to senior management.
8. Identify systemic implementation issues and recommend process improvements to enhance monitoring effectiveness.
9. Highlight major implementation risks and ensure timely action by relevant departments.
10. To supervise various development initiatives in print, electronic and social media in consultation of Secretary (Planning).
11. Any other task assigned by the higher-ups.

DIRECTOR GENERAL (IMPLEMENTATION)

1. The DG (Implementation) is entrusted with overall implementation of rules, policies related to implementation of the projects (Federal, Provincial or Foreign funded) on ground as per the approved scope of work.
2. Ensure that project implementation strategies are properly mentioned in the project PC-1s.
3. Guide departments / agencies / project directors on improving the project implementation strategies.
4. Monitor the progress of multiple projects, identifying and addressing issues or obstacles that may hinder successful completion.
5. Provide regular updates to senior management and government authorities.
6. Collaborate with various departments, stakeholders and development partners on progress of development schemes / projects.
7. Supervise and ensure data inputs in PSDP Automation software.
8. Prepare policy guidelines for excess and surrender exercise of PSDP funds.
9. Any other special task assigned by the higher authorities or the Government.

DIRECTOR GENERAL (M&E)

1. As head of M&E wing of P&DD, he / she is tasked to coordinate and manage Monitoring and Evaluation of the projects (Federal, Provincial or Foreign funded) throughout the province.
2. Oversee the M&E wing to ensure a robust monitoring and evaluation system across the Province.
3. As a co-opted member of PDWP Forum, provide insights on projects based on M&E team reports and site visits to support informed decision-making.
4. To propose well distributed plan of the annual schedule of the monitoring visits for every FY starting from 1" July and get it approved from the ACS (Dev:).
5. To propose well distributed plan of the annual schedule of the evaluation for every FY starting from 1" July and get it approved from the ACS (Dev:).
6. To publish gazette of reports on half yearly and annual basis of visited and evaluated projects to higher authority after approval from Secretary (Implementation) / ACS (Dev:).
7. Summarize progress on the annual monitoring and evaluation plan and suggest ICT-based scientific improvements for project monitoring and evaluation.
8. To oversee matters of Director Development offices and process necessary matters timely for seamless service delivery.
9. To conduct monitoring field visits, prepare standard reports, note qualitative and quantitative deviations, recommend actions and remedies as per standard engineering practices.
10. Supervise scheduling of Quarterly Progress Review and Follow up meetings, timely preparation of their Minutes and allied processing for perusal of higher ups.
11. Any other task assigned by higher authorities.

CHIEF ENGINEER

1. Being head of engineering wing of P&D Department, he /she is tasked with appraising higher ups of the work, issues and progress of Engineers of P&DD.
2. To review unresolved issues in Development Documents, and accordingly prepare findings for PDWP.
3. To propose distribution of sections amongst the Superintending Engineers and Executive Engineers based on workload for the approval of ACS (Dev:).
4. To propose the plan of the trainings and workshops for enhancing the skills of Engineers for day to day office work.
5. To assess the problems faced by Engineers in P&DD, chalk out remedial measures and accordingly informing the higher ups.
6. To guide the Engineers of P&DD in the process of evaluation and appraisal of Development Documents.
7. Any other task assigned by higher authorities.

SUPERINTENDING ENGINEER

1. Being In-charge of Engineering Wing, he/ she will supervise the work and watch over / monitor the job performance and service delivery of Engineers of P&DD.
2. Apprise higher ups about the issues / obstacles related to the service delivery of Engineers of P&DD.
3. Apprise Chief Engineer regarding distribution of Sections to be assigned to Executive Engineers and Assistant Engineers for scrutiny of PC-Is and PC-IIs.
4. To assist higher ups in planning of the annual schedule of the monitoring visits for every FY starting from 1st July and in the management and distribution of allied tasks.
5. To conduct field visits, prepare standard monitoring reports, report deviations and concrete actions against those responsible.
6. To ensure PC-IIIs, PC-IVs and PC-Vs are submitted on schedule and to scrutinize the same for deficiencies and informed decision making.
7. To apprise Provincial Development Working Party (PDWP) about PC-Is & PC-IIs and share his/ her expert opinion regarding deficiencies, replies received and allied issues.
8. To safeguard government funds by effectively evaluating projects as per PC-V and Planning Commission guidelines.
9. To head Sections of P&D Department involving Engineering Expertise as per Pakistan Engineering Council (PEC) guidelines.
10. Any other task assigned by higher authorities.

EXECUTIVE ENGINEER

1. To thoroughly scrutinize PC-Is for civil engineering accuracy, applicable rates, and compliance with BCSR, PEC, BPPRA rules, and relevant GoB guidelines. (He/ She is not responsible for errors conflicting with ground realities; accurate survey and design rest with the Executing Agency).
2. To check the PC-IIs in conformity with GoP PC-II Performa Revised 2024.
3. To apprise DSC and PDWP forums about deficiencies in PC-Is/PC-IIs, their replies for any relevant short coming in the said documents.
4. To apprise Superintending Engineer about the issues/obstacles related to the service delivery and job performance and allied matters of Assistant Engineers.
5. To assist senior officials in monitoring field visits, prepare standard reports, note deviations, recommend actions and remedies.
6. To ensure timely submission and scrutiny of PC-IIIs, PC-IVs, and PC-Vs for scrutiny and informed decision making.
7. To assist higher ups in scheduling of visits on annual basis and distribution of allied tasks so as to ensure their timely completion.
8. To assist the SE in conducting scientific monitoring of scheme through M&E dashboard once robust mechanism of M&E framework is enacted in Divisional offices.
9. To evaluate projects as per PC-V and Planning Commission guidelines.
10. Any other task assigned by higher authorities.

ASSISTANT ENGINEER

1. To thoroughly scrutinize PC-Is for civil engineering accuracy, applicable rates, and compliance with BCSR, PEC, BPPRA rules, and relevant GoB guidelines. (He/ She is not responsible for errors conflicting with ground realities; accurate survey and design rest with the Executing Agency).
2. To apprise DSC, PDWP and DDWP Forum about deficiencies in PC-Is their replies and/or any relevant short coming in the said documents.
3. To assist the XEN/ SE / Chief Engineer in monitoring field visits, prepare standard reports, note deviations, and recommend actions and remedial measures
4. To assist senior officials in monitoring field visits, prepare standard reports, note deviations, recommend actions and remedies, and ensure timely completion of PC-IIIs, PC-IVs, and PC-Vs.
5. To assist XEN/ SE / Chief Engineer in all matters related to day to day office working.
6. To scrutinize PC-IIIs in conformity with GoP PC-II Performa Revised 2024.
7. To assist XEN/ SE / Chief Engineer in evaluation of projects.
8. Any other task assigned by higher authorities.

CHIEF OF SECTION (M&E)

1. Compilation & submission of M&E reports to Secretary Implementation & Additional Chief Secretary (Dev) through Director General (M&E).
2. To visit any development scheme throughout the province.
3. To act as Secretary to the follow-up meetings on submission of M&E reports.
4. Supervise the work of Assistant Chief, XEN, Research Officer, and Assistant Engineer of the M&E Section.
5. In-charge of complaint & redressal cell of P&D for PSDP schemes/projects.
6. Any other task assigned by higher authorities.

ASSISTANT CHIEF OF SECTION (M&E)

1. Acts as a bridge in the daily management of office work between Chief of Section (M&E) and Research officer (M&E).
2. To supervise work of Research officer (M&E) in respect of preparation of PUCs, minutes of meetings and letters.
3. To prepare working paper of follow-up meetings containing context of the case.
4. Coordination between Secretary (Implementation) & Directors Development for submission of visit reports.
5. Any other task assigned by higher authorities.

RESEARCH OFFICER (M&E)

1. Process and issues minutes of progress review meetings and follow-up meeting.
2. Process and issue annual Schedule/Calendar Year for visits of development schemes.
3. Coordination between Secretary (Implementation) & Directors Development for submission of visit reports for processing and record.
4. To initiate actions on PUCs received in the office of Chief of Section (M&E).
5. Any other task assigned by higher authorities.



DIVISIONAL DIRECTORATE (DEVELOPMENT)

DIRECTOR DEVELOPMENT

1. To assist the Secretary (Implementation), Director General (Monitoring & Evaluation) in organizing field visits and share the progress of schemes and status of utilization of release of funds.
2. Act as a key member of the Divisional Development Working Party, providing insights, recommendations, and expertise on development projects.
3. Oversee the planning, execution, and evaluation of development projects within the Division, ensuring adherence to timelines, budgets, and quality standards.
4. Conduct regular field monitoring visits to various districts within the Division to assess the progress of ongoing projects, identify challenges, and gather firsthand information.
5. Prepare and submit detailed field monitoring reports to the DG (M&E), P&D Department, providing comprehensive insights into project status, challenges, and recommendations for improvement.
6. Liaise with district-level authorities and stakeholders to facilitate coordination, gather local insights, and address specific development needs within each district.
7. Collect relevant data during field visits and analyze information to inform decision-making processes, project adjustments, and future planning.
8. Collaborate with various government agencies and departments to ensure a coordinated approach to development initiatives.
9. Present regular updates and reports on the status of development projects to divisional authorities, keeping them informed of progress and challenges.
10. To apprise higher authorities in P&D Department regarding problems & bottlenecks hampering progress and quality of development Programs / projects and suggest remedial measures.
11. Or any function, assigned by the Competent Authority.

DEPUTY DIRECTOR DEVELOPMENT

1. To supervise the work of Assistant Directors Development and other staff, guide them in official matters.
2. Assist the Divisional Director Development in conducting field monitoring of Development schemes / projects and preparation of visit reports.
3. Coordinate all executing agencies for timely submission of progress reports, monthly, quarterly, mid-term and 4th Quarter of the FY.
4. Supervise maintaining accurate and organized Divisions documentation, including correspondence, minutes, reports, and notes etc. to facilitate effective management of Divisional Directorate.
5. Provide support to the Divisional Director Development in scheduling field monitoring visits and managing communications, and handling routine departmental tasks as needed.
6. To visit Development schemes of the Division or as and when assigned by the higher authorities.



ASSISTANT DIRECTOR DEVELOPMENT

1. Collaborate with all executing agencies / Departments to gather information, progress reports of Development schemes.
2. Provide support to Divisional Director Development and Deputy Director Development in Administrative matters of Divisional Development Directorate.
3. Supervise maintenance of records of Divisional Director Development's office correspondence, data, and projects-related documentation etc. for reference and reporting.
4. Stay informed about developments and trends in the respective Division.
5. Assist the Deputy Director Development and other senior staff in various tasks, including coordination, report preparation, and visit scheduling / meeting organization etc.



BUREAU OF STATISTICS

DIRECTOR (BOS)

1. Being a technical position to ensure the preparation of Statistical Year Book, Survey reports, Social Indicators, Balochistan at a Glance and others Publications (as needed). Also to provide information on various sector to provincial and federal governments.
2. Coordination for provincial Statistical activities in the Province of Balochistan;
3. To ensure effective and efficient functioning of the BOS;
4. Efficient and timely dissemination of Statistical data in Hard and Soft form(Online Web Publications);
5. Designing of sample frames and formulation of Survey Plans;
6. Timely completion of Annual Statistical Data for the Province of Balochistan;
7. Get approval of Data Collection Plans and Statistical Publications from competent authority;
8. To manage the Data Collection exercise and field activities (in various surveys);
9. To plan and direct the Deputy Directors on various issues pertaining to data collection exercise and their smooth execution;
10. To prepare summaries on individual sectors and present them in the meetings, with the Chief Economist, P&DD, GOB officials and other government officials as and when required.

DEPUTY DIRECTOR (STATISTICS)

1. To provide assistance to Director, Bureau of Statistics, P&D Department in the preparation of Statistical Publications for the Province of Balochistan. Also responsible for data compilation, supervision and checking reliability of primary data (from Survey), and secondary data collected by the Assistant Director (Statistics) and Statistical Investigator.
2. To design and develop questionnaires and other survey tools for data acquisition;
3. To devise new proformas as the data need arises in coordination with Director and Assistant Directors;
4. To conduct & supervise various types of Socio-economic surveys of Balochistan;
5. To adjust data by means of estimation, re-classification and internal verification etc;
6. To perform liaison services with various ministries, line Departments and international agencies on Statistical activities.
7. To coordinate with the Bureau of Statistics of other provinces and Pakistan Bureau of Statistics.

ASSISTANT DIRECTOR (STATISTICS)

1. To monitor data collection exercise in different sectors and ensure the validity and accuracy of data. Also responsible for timely data processing, Tabulation, Completion and printing of the Statistical data. Also responsible for assisting the Deputy Director on day-to-day matters relating to Bureau of statistics, GOB;
2. Analysis of Statistical information and report writing;
3. Publishing of the Statistical Data;
4. Coordination with all organizations (Both public or private);
5. To examine given data critically for accuracy validity and coverage;
6. To write and review explanatory notes for bringing out the scope and limitation of data;
7. To monitor and guide the Statistical Investigators regarding data collection exercise.

ASSISTANT DIRECTOR (ADMIN)

1. Oversee day to day routine work of the office and other functions.
2. Maintain office records, notifications, and documentation.
3. Arrange logistic for surveys, meetings and trainings.
4. Ensure availability of materials, equipment, and resources for statistical operations.
5. Assist the section in-charge in preparing statistical activities and improving workflow process.
6. Draft official letters, office orders, meeting notice and internal communications and;
7. To arrange engagements and maintain engagement diary.

ASSISTANT SYSTEM ANALYST

1. Conduct research, analyze and evaluate client information technology requirements, procedures or problems, and formulate proposals, recommendations, and plans to improve current or future information systems.
2. Consult with users to formulate and document system requirements and collaborate with management to ensure alignment with overall system principles.
3. Identify and analyze existing business processes, procedures, and work practices.
4. Detect inefficiencies and recommend optimal business practices, system functionalities, and improvements.
5. Develop detailed functional specifications based on user and business requirements.
6. Recommend system modifications or expansions to improve workflow efficiency or to support new operational purposes.
7. Evaluate and recommend tools for data integration, transformation, and storage to enhance data workflow efficiency.
8. Provide recommendations to ensure system solutions comply with relevant data privacy and regulatory standards.
9. Advise on database architecture, network design, and high-level system architecture to support strategic IT goals.

COMPUTER PROGRAMMER

1. Design, implement, and maintain relational and non-relational database systems for statistical data management. Optimize database performance through indexing, query optimization, and regular maintenance procedures.
2. Administer Linux/Windows server environments. Configure and maintain network infrastructure including DNS, SSL certificates, and firewall settings. Monitor system performance and resource utilization using modern monitoring tools. Implement containerization and deployment strategies.
3. Develop and maintain web applications using modern frameworks. Design and implement RESTful APIs for data access and integration.
4. Analyze existing workflows and propose digital transformation solutions. Research and implement emerging technologies to improve departmental efficiency.
5. Act as a liaison between provincial, federal, and private departments organizations on technical matters, ensuring effective coordination and collaboration.
