

**Fourth Schedule**  
**Establishment of Bab-e-Pakistan and their Job Description**

Sr No.	Name of Post with Pay Scale	No. of Post	Duties and Function
1	2	3	4
1	Director (Finance & Administration) (BS-19)	1	<ul style="list-style-type: none"> <li>a) He shall be head of departments of Finance, Administration and Establishment.</li> <li>b) He shall report to the Secretary and shall work under his supervision</li> <li>c) He shall chair all meetings of Committees/Boards on behalf of Secretary</li> </ul>
2	Deputy Director (Admin) (BS-18)	1	<p>The Deputy Director (Admin) will handle all the affairs relating to:</p> <ul style="list-style-type: none"> <li>a) Security arrangements,</li> <li>b) General office management,</li> <li>c) Proper use and care of government property/equipment</li> <li>d) Arrangements for the disposal of Section/Branch's work in the temporary absence of Assistant Director (Admin).</li> <li>e) He shall report to Director (F&amp;A)</li> </ul>
3	Deputy Director (Finance & Procurement) (BS-18)	1	<ul style="list-style-type: none"> <li>a) He shall report to Director (F&amp;A)</li> <li>b) He shall supervise all affairs pertaining to (i) Finance, (ii) Procurement, (iii) Maintaining of accounts of the Foundation (iv) Audit of financial transactions (v) Maintenance of office machinery/equipments/furniture (vi) Preparation and approval of annual budget</li> <li>c) He shall be member of all Human Resource Committees</li> </ul>
4	Deputy Director (Business & Estate Management) (BS-18)	1	<ul style="list-style-type: none"> <li>a) He shall report to Director (F&amp;A)</li> <li>b) Plan business for revenue receipts</li> <li>c) Marketing of services provided by the organization</li> <li>d) Search venues for funding/sponsorships of the Foundation</li> <li>e) Projection in print and electronic media</li> <li>f) Updating website of Foundation</li> <li>g) Improvement in financial health of the Foundation</li> </ul>

5	Assistant Director (Business & Estate Management) (BS-17)	1	<ul style="list-style-type: none"> <li>a) Report to Deputy Director (Business &amp; Estate Management)</li> <li>b) Prepare business plans</li> <li>c) Marketing of services and business plan</li> </ul>
6	Assistant Director (Engineering) (BS-17)	1	<ul style="list-style-type: none"> <li>a) He shall report to Deputy Director (Admin)</li> <li>b) He shall be responsible for maintenance and improvements of Foundation buildings, machinery equipments and premises</li> <li>c) He shall supervise all technical staff</li> </ul>
7	Assistant Director (Finance) (BS-17)	1	<ul style="list-style-type: none"> <li>a) He shall report to Deputy Director (Finance)</li> <li>b) He shall be responsible for maintenance and checking of all financial matters.</li> <li>c) He shall be responsible for audit of accounts</li> </ul>
8	Assistant Director (Procurement) BS-17	1	<ul style="list-style-type: none"> <li>a) He shall report to Deputy Director (Finance &amp; Procurement)</li> <li>b) He shall be responsible for arrangements of:- <ul style="list-style-type: none"> <li>(i) Procurement of durable and perishable goods for Foundation</li> <li>(ii) Tendering process and delivery of goods/machinery/equipments</li> <li>(iii) After sale service of procured machinery, equipments</li> <li>(iv) Replacement of defective items</li> </ul> </li> </ul>
9	Assistant Director (Info/Protocol) BS-17	1	<ul style="list-style-type: none"> <li>a) He shall report to Director (Finance &amp; Administration)</li> <li>b) He shall be responsible for arrangements of:- <ul style="list-style-type: none"> <li>(i) Receiving outside guests/foreign delegations</li> <li>(ii) Projection in print/electronic media</li> <li>(iii) Press releases</li> <li>(iv) Updating website of Foundation</li> <li>(v) Search for potential sponsors/donors for objectives of Foundation</li> </ul> </li> </ul>
10	Assistant Director (Admin) BS-17	1	<ul style="list-style-type: none"> <li>a) He shall report to Deputy Director (Admin)</li> <li>b) He shall be responsible for arrangements for:- <ul style="list-style-type: none"> <li>(i) Recruitment of officials/officers</li> <li>(ii) Training – pre-service and on job trainings</li> <li>(iii) Maintenance of record of monitoring and evaluation</li> <li>(iv) Disciplinary action/rewards/appreciations</li> <li>(v) Put up draft replies, Summaries, Working Papers for approval of higher officers.</li> </ul> </li> </ul>

11	Assistant Director (I.T) BS-17	1	<p>a) He shall report to Deputy Director (Admin)</p> <p>He shall be responsible for maintaining, updating and arranging report of I.T equipments and software.</p>
12	Private Secretary (BS-17)	2	<p>a) To attend telephone and to keep record of trunk calls.</p> <p>b) To screen callers and telephone calls.</p> <p>c) To arrange engagements and maintain an engagement diary.</p> <p>d) To prepare papers for meetings and interviews.</p> <p>e) To see that matters requiring the Secretary's/Chairperson's attention are brought to his notice well before time and in complete and proper form.</p> <p>f) To receive and arrange and, where necessary, register the Secretary's papers and correspondence including secret and top secret papers.</p>
13	Accounts Officer (BS-16)	1	<p>a) He shall report to Deputy Director (Finance &amp; Procurement)</p> <p>b) He shall be responsible for:-</p> <ul style="list-style-type: none"> <li>(i) Maintaining Ledgers</li> <li>(ii) Cash Books</li> <li>(iii) Handling of cheque books</li> <li>(iv) Petty cash/imprest account and stock taking</li> <li>(v) Audit Paras</li> </ul>

14	Assistant Public Relation Officer (BS-16)	1	<ul style="list-style-type: none"> <li>a) He shall report to PRO</li> <li>b) To assist PRO in his day to day business.</li> </ul>
15	P.A/Stenographer (BS-16 & BS-14)	2 + 2	<ul style="list-style-type: none"> <li>a) Taking dictation, rendering transcripts and doing other typing work</li> <li>b) To attend telephone and to keep record of trunk calls</li> <li>c) To keep record of suspense cases, where ordered, and their submission on due dates.</li> <li>d) Handling of classified papers in accordance with general or special orders.</li> <li>e) To receive and conduct visitors and to maintain officer's engagement diary.</li> <li>f) To attend to work connected with the officers' tours etc.</li> <li>g) Any other routine official duty that may be assigned by the officer, e.g. reproduction of documents, arranging petty office amenities</li> <li>h) Register, receiving from or delivering important dak at PIA, etc.</li> <li>i) Make presentations on power point</li> <li>j) Operating, maintaining, updating computer/Lap Top and other equipment</li> </ul>
16	Superintendent (BS-16)	1	<ul style="list-style-type: none"> <li>a) He shall report to Assistant Director/Deputy Director of concerned department.</li> <li>b) Supervising the work of Assistants, Clerks etc. working in the Branch/Section.</li> <li>c) Submission of cases to higher officers in proper and complete form.</li> <li>d) To see that discipline and tidiness is maintained in the Branch/Section.</li> <li>e) Maintaining file/record upto the mark.</li> </ul>
17	Assistant (BS-14)	2	<ul style="list-style-type: none"> <li>a) He shall report to Superintendent of concerned section</li> <li>b) He shall be responsible for:- <ul style="list-style-type: none"> <li>(i) Putting up previous papers and other references relating to the case under consideration. Opening of files and keeping a record of files</li> <li>(ii) Keeping a note of all important orders and decisions. Recording, indexing and weeding of files</li> <li>(iii) Watching the necessity of keeping priority or security labels on files.</li> </ul> </li> </ul>

18	Internal Audit Officer (BS-14)	1	a) Report to Deputy Director (Finance) b) Internal audit of expenditure and revenue receipts c) Preparation of financial record
19	Security Supervisor (BS-12)	1	a) He shall report to Deputy Director (Admin) b) Will be responsible for (i) Watch and ward system (ii) Safety and security of Foundation premises and buildings Keep an eye on unwanted elements
20	Sub Engineer (Civil/Electrical) (BS-11)	2	a) He shall report to Assistant Director (Engg) b) He shall be responsible for:- (i) Maintaining civil/electrical machinery/equipments of Foundation (ii) Supervision of staff working under his control (iii) Maintaining/improving horticultural sites
21	Senior Clerk (BS-09)	4	a) He shall report to Assistant/Superintendent of his section b) He shall be responsible for:- (i) Recording and Indexing, supervision of the receipts and issue (ii) Will maintain files of routine correspondence (in soft & hard form) (iii) Other clerical duties assigned to him, including casual typing, maintenance of diary register, preparation of statements and putting up of routine reminders.
22	Receptionist/Telephone Operator (Female) (BS-07)	04	a) He shall report to her office incharge b) To receive and guide the new comer and to inform the related officer/official
23	Junior Clerk (BS-07)	11	a) He shall report to Assistant/Superintendent of his section b) Routine type work, receipts, dispatch, diary flagging etc. In addition any other duty assigned by his superior c) Maintaining/updating computer/I.T equipment in his use

24	Record Keeper (BS-07)	01	<ul style="list-style-type: none"> <li>a) He shall report to Deputy Director (Admin)</li> <li>b) Will keep whole the old record in the cupboards/store in sequence and year wise.</li> <li>c) Annual Stock Taking</li> </ul>
25	Electrician (BS-05)	02	<ul style="list-style-type: none"> <li>a) He shall report to Sub Engineer</li> <li>b) Repair/maintenance of electrical machinery and equipments of the Foundation</li> </ul>
26	Dispatch Rider (BS-05)	02	<ul style="list-style-type: none"> <li>a) He shall report to incharge of section</li> <li>b) Receive/deliver official files/communications</li> </ul>
27	Drivers (BS-05)	07	<ul style="list-style-type: none"> <li>a) He shall report to his incharge</li> <li>b) He shall responsible for maintenance of log book and maintenance of vehicle</li> </ul>
28	Naib Qasids (BS-02)	12	<ul style="list-style-type: none"> <li>a) He shall report to his office incharge</li> <li>b) He shall be responsible for:- <ul style="list-style-type: none"> <li>(i) For carrying from one place to another within and without office premises official files/papers.</li> <li>(ii) General arrangement and tidiness of the office, furniture including re-dusting of office furniture, record etc.</li> <li>(iii) Providing drinking water to the officers and staff.</li> <li>(iv) Carriage of steel boxes containing secret/confidential files from one officer to another.</li> <li>(v) Shifting of articles of light furniture e.g. chairs, side racks, small side tables etc., from one place to another within office premises.</li> <li>(vi) Any other duty that may be assigned to him by his Officer Incharge during working hours.</li> </ul> </li> </ul>

29	Mali (BS-02)	15	a) He shall report to his incharge b) To look after and maintenance of Nursery, plats, flowers and grassy plots.
30	Sweeper (BS-02)	08	Cleanliness of Foundation building and premises
31	Security Guards (BS-02)	20	a) He shall report to security incharge b) He shall be responsible for:- (i) Safety and protection of Foundation building/ premises/ establishment/ machinery/equipment (ii) Keeping an eye on unwanted elements (iii) To inform his office incharge