

PROPOSED JOB DESCRIPTION.

Sr. No.	Name of Post	No. of Posts	Qualification & Experience	Responsibilities	Salary Package (P.M.)	Age Limit
1.	IC3 Operations; SSP (BS-19)	01	<ul style="list-style-type: none"> ➤ Sixteen (16) years of education from a recognized university. ➤ Minimum of eight (8) years of police service in supervisory position and exposure of Policy Formulation/Policy Analysis, Organizational Development and Organizational Management. ➤ Exposure of international learning environment. ➤ Preference to be given to officers with technical education. 	<ul style="list-style-type: none"> ➤ To strategically oversee the planning, implementation & PPIC3 operations under the direct supervision of COO/PSCA. ➤ To supervise/monitor the IC3 Operations team (Police Personnel Deputed in IC3/ Police Communication Officers) in efficiently running the operations of the Centre. ➤ To coordinate operational matters with Superintendents of Police appointed in field units. ➤ To Coordinate with other law enforcement agencies to ensure the smooth operations of Centre. ➤ To ensure that there is appropriate support for all the concerned departments. ➤ To take all necessary disciplinary proceeding against violations of code of conduct, professional and discipline matters. ➤ To act as Reporting officer for writing Performance Evaluation Reports of DSP-IC3. 	Up to Rs.250000 Per Month	30-50 Years

				<ul style="list-style-type: none"> ➤ To act as bridge between the Police and Public and interact in emergency and crises situations. ➤ To maintaining the confidentiality of sensitive data. ➤ To supervise and coordinate the work of all the staff appointed at IC3 Centre. ➤ To perform other tasks as directed by the Competent Authority. 		
2.	SP- IC3 Operations (BS-18)	4	<ul style="list-style-type: none"> ➤ Minimum Bachelor degree from a recognized university. ➤ Minimum of six (06) years of experience in Police organization. ➤ Exposure of international learning environment. ➤ Preference to be given to officers with technical education 	<ul style="list-style-type: none"> ➤ To support the Senior Management for smooth and efficient operations of the PPIC3 Centre ➤ To provide skill/expertise for development of the contingency plans for major event planning. ➤ To assist Senior Management for the development of a detailed Centre operation plan. ➤ Supervise and coordinate the work of other staff posted in PPIC3 including CTD, Traffic and Staff of other agencies. ➤ Hold the officers responsible against pre-defined performance criteria of IC3 operations. ➤ Coordination with other law enforcement agencies to ensure the smooth operations of Centre. ➤ To assist Senior Management for development of major communications plans. 	Up to Rs.250000 Per Month	30-50 Years

				<ul style="list-style-type: none"> ➤ To assist Senior Management for development of SOP for each major operational activity of PPIC3 Centre. ➤ To perform other tasks as directed by the Senior Management / Commander-IC3. 		
3.	INSPECTOR- IC3 (BS-16)	02	<ul style="list-style-type: none"> ➤ Minimum Bachelor degree from a recognized university. ➤ Minimum of eight (08) years of experience in Police organization ➤ Knowledge of using modern enterprise solutions. ➤ Preference to be given to officers with technical education. 	<ul style="list-style-type: none"> ➤ To assist the IC3 Commander in effective operation of the centre and to perform other tasks related to administration. ➤ Responsible for the operational effectiveness of MDC/DRC for the duration of a shift and coordination with OMC, ECC, DC, ETC supervisors to make real time operational decisions to ensure the effectiveness of the MDC as well as DRC operations. ➤ Responsible for the administration and direct supervision of the Junior Police staff, and for monitoring staff functions within the PPIC3 including training and mentoring. ➤ To make decisions pertaining to the operations requiring a high degree of experience and judgment, such as assisting with the decision related disaster recovery centre, and must facilitate the smooth and balanced operation of the IC3. ➤ Assist IC3 Operations team in implementation of the contingency plans for critical events. ➤ Assist IC3 Operations team in efficiently running the operations of the centre. 	Up to Rs.100,000 Per Month	35-52 Years

				<ul style="list-style-type: none"> ➤ Responsible to ensure safety and security of MDC/DRC. ➤ Acting as point of contact for all the security issues related to MDC/DRC. ➤ To perform other tasks as directed by the Senior Management / Commander-IC3. 		
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GENERAL INFORMATION / INSTRUCTIONS:

- i. Detailed job descriptions and terms & conditions for the posts are available at: <https://psca.gop.pk/PSCA/careers/>
- ii. All aspirants may apply online through PSCA website www.pzca.gop.pk/PSCA/careers/ within fifteen (15) days after publication of advertisement followed by submission of duly signed hard copy of online application form along with attested copies (one each) of Recent Passport Size Photograph/CNIC/Domicile/ Educational Testimonials (Matric onwards)/Experience Certificates via courier to the following address within three (03) days after the closing date. Candidates should clearly mention the name of the applied position on the envelope.
- iii. Candidates already employed in Government or Semi Government Organizations must apply through proper channel.
- iv. PSCA reserves the right to accept/reject an application or recruitment process at any time.
- v. By hand/incomplete/without online Application/late submission of applications will not be entertained.
- vi. In case of exigency, number of vacancies can be increased or decreased at any time without any notice.
- vii. In case of final selection HEC verified degree/transcript will be required.
- viii. Subsequent tests and interviews may be conducted by the Authority.
- ix. No TA/DA will be admissible for the test/interview.
- x. Only shortlisted candidates will be contacted.
- xi. For any job related queries, please contact on 042-111117722, 042-99051606-08 or through e-mail at: info@psca.gop.pk

CHIEF ADMINISTRATION OFFICER

Punjab Safe Cities Authority
Qurban Police Line, Lahore