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04-02-2020

Regional Computer Bureau,
CPO, Punjab, Lahore.

From The Provincial Police Officer/IGP,
Punjab, Lahore.

To All Heads of Police Offices in Punjab.

No. 413 /EXEC-III, Dated 04-02-2020.

Subject: **INVITATION OF APPLICATION FOR APPOINTMENT/POSTING AS CHIEF OPERATING OFFICER OF PUNJAB SAFE CITIES AUTHORITY**

Please refer to the above subject.

2. Application are invited from the eligible police officers (BS-19 and above) presently posted in Punjab for appointment/posting as Chief Operating Officer of Punjab Safe Cities Authority on contract basis. The officer who fulfills following criteria can apply for the subject post:


Sr. No.	Description	Requirement
i.	Qualification	• Masters (at least 2nd division) from a recognized university in Engineering /Law/Computer Sciences/ Public Administration
ii.	Age	• Age 36-52 Years
iii.	Experience	<ul style="list-style-type: none"> • Minimum of 15 years of experience in Police administration, public policy formulation and analysis on security issues at national and international environment • Knowledge of counter terrorism strategies in civilian setup • Exposure of an international working/learning environment will be an advantage • Awareness about application of IT in policing • Field experience and Implementation of Police projects in districts • Exposure of an international working/learning • Experience in project management/implementation and possess basic knowledge of the Project Planning & Procedures
iv.	Competencies	<ul style="list-style-type: none"> • Leadership skills • Administration & Organizational development skills • Decision making skills • Problem solving skills • Communication skills • Capacity building and innovation skills • Implementation skills • Policy making skills
v.	Responsibilities	<p>As deputy of the Managing Director, assist the Managing Director to get the IC3 project executed within the approved resources and agreed deadlines. All his responsibilities are delegated by the Managing Director who is competent authority to alter/modify/re-define these roles and responsibilities</p> <ul style="list-style-type: none"> • Coordinate contracts and procurement including development of RFP and the subsequent evaluation of the bids for the technology contractor

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	<ul style="list-style-type: none"> • Act as the liaison between Project staff, contractor staff and the Authority • Coordinate the development of detailed work plans and time tables, Gantt Charts related to Project Management • Identify and sequence the activities in a way that scheduling, allocating resources, assessing risk and its management, and, finally, coordination of the various components of the projects under PSCA, is done as a whole thereby ensuring that the project is delivered on time • Ensure and lead technology, process and SOP development work and to identify cross functional work processes, hand offs, dependencies and information needs and flow and how these will be supported by new technologies • Develop media/communication strategy and implement it • Develop stakeholder Engagement strategy and strategic Communications plans • Keep all stakeholders of the project informed of progress and any issues, which may arise • Act as Principal accounting officer if so directed by the Managing Director • Take necessary disciplinary proceeding against violations of code of conduct and discipline matters • Write Performance Evaluation Reports of Chiefs of the Units and Junior Staff directly working under his/her supervision as Reporting Officer
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3. Application complete in all respect for the subject position may be sent to this office by 07.02.2020 positively. Applications received after cut-off date will not be entertained.


(SYED KHURRAM ALI) PSP
 DIG/Headquarters,
 for Provincial Police Officer/IGP,
 Punjab.

CC:

A copy is forwarded to the DIG/Information Technology, CPO with the request to upload this letter on the website of the Punjab Police (www.punjabpolice.gov.pk) immediately, please.