

Institutional Strengthening of Ministry of Human Rights.

| Sr. No | Name of Post | Job Description |
|---------------|---|---|
| 1. | Assistant Director (Law & Development) (PPS-07 equivalent to BPS-17) | <ul style="list-style-type: none">▶ To work under the direct supervision of Director General (Development);▶ Assist the Ministry in all legal matters including legislation, polices and international conventions.▶ Manage litigation and outstanding legal matters including preparation of comments on Writ Petitions filed against the Ministry, attending the court proceedings and handle other legal matters.▶ Prepare contracts, agreements and policies as per constitutional requirements.▶ Drafting new legislative bills, amendments in existing legislation and new legislation.▶ Any other assignment given by DG (Development). |
| 2. | Superintendent/ DDO (PPS-07 equivalent to BPS-17) | <ul style="list-style-type: none">▶ To work under the direct supervision of Director General (Development);▶ Responsible to manage financial matters of all development projects.▶ Coordination with Finance Division and manage all financial affairs of development projects with the AGPR.▶ Coordination with project authorities and officers of development Wing.▶ Maintain accounts of the project.▶ He would be DDO (Development) for all development projects.▶ Any other assignment given by Director General (Development). |