

Strengthening of Regional Directorate of Human Rights, Lahore, Karachi, Peshawar & Quetta, Ministry of Human Rights:

Sr. No	Name of Post	Job Description
1.	Assistant Director (PPS-07 equivalent to BPS-17) (Human Rights)	<ul style="list-style-type: none"> ▶ Review of human rights situations, collection and compilation of human rights data. ▶ Formulation of policies, plans, projects and rehabilitation programmes for the protection and promotion of human rights. ▶ Preparation reports, working papers and concept notes for programmes, training and other activities on human rights issues. ▶ Assist the Directors and Deputy Directors in all matters. ▶ Working in the fields of social advocacy and mobilization particularly on human rights issues. ▶ Organize and establish projects for protection and promotion of human rights in selected areas in collaboration with NGOs. ▶ Coordination with Civil Society Organization and other national and international development partners for joint ventures for protection and promotion of human rights. ▶ Organize conferences, seminars and workshops on Human Rights. ▶ Any other assignment by the higher authorities.
2.	Data Entry Officer (PPS-06 equivalent to BPS-16)	<ul style="list-style-type: none"> ▶ Collecting and entering data in database system and maintaining accurate records ▶ Enter and update data into computer system ▶ Verify accuracy and sort information accordingly to priorities to prepare source data for computer entry ▶ Review data for deficiencies or errors, correct any incompatibilities if possible and check output ▶ Research and obtain further information for incomplete documents ▶ Apply data program techniques and procedures ▶ Generate bi-weekly reports store completed work in designated locations and perform backup operation ▶ Scan documents and print files when needed ▶ Keep information confidential and perform backup operation ▶ Respond to queries for information and access relevant files ▶ Respond to internal requests for access to protected files ▶ Maintain confidentiality of sensitive information ▶ Comply with data integrity and security policies ▶ Ensure proper use of office equipment and address any malfunctions ▶ Any other assignment by higher authorities.