

**Office of the Executive Director (Administration & HR)**

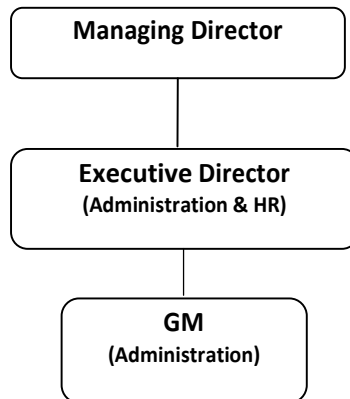
### **Job Description of Executive Director (Administration & HR)**

<b>Position Title</b>	<b>Executive Director (Administration &amp; HR)</b>
<b>Reports to</b>	Managing Director and DESCO Board
<b>Function</b>	Contribute to policy formulation & Implementation and monitor all Administrative & Human Resource related function of the company.
<b>Reporting official</b>	General Manager (Administration) Personal supporting officials/staffs at Executive Director's office.
<b>Location</b>	Administration Division, Head Office, DESCO

**Job purpose:**

The Executive Director (Administration & HR) is responsible for policy formulation & Implementation & monitor administrative and personnel services in order to meet legislative requirements and support for smooth functioning of the Company. ED (Admin. & HR) will also be responsible for all major decisions related to administrative matters.

#### **Line of Reporting**



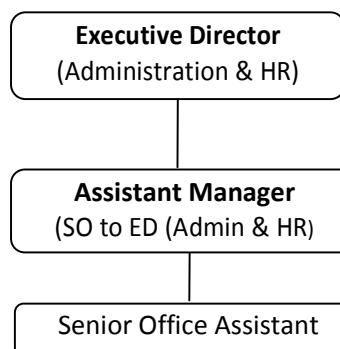
**Key Duties & Responsibilities:**

1. Contribute to make a long-term strategy which achieves organizational mission.
2. Formulation plans and policies related to Human resources of the company approved by the board from time to time.
3. Volunteer active participation in all areas of the interest of the company.
4. Assist in developing programs, organizational and financial plans under the leadership of the Managing Director.
5. Give direction to take initiative for disciplinary proceedings against employees as per service rules and other regulations of the company.
6. Direct and supervise the functions related to recruitment, promotion, transfer & posting, and release of personnel.
7. Monitor activities related to estate management, logistic as well as general services of the company.
8. Taking initiative for payroll, compensation and incentive for the employees of the company from time to time.
9. Exercise financial authority as delegated by the Board in accordance with financial procedure/policy/guidelines of the Company.
10. Place working paper in consultation with the Managing Director for items need approval of the Board.
11. Closely monitor the existing security system and up gradation of the same from time to time.
12. Give direction to subordinate officers and other staff for smooth operation of the daily activities of the directorate.
13. Carryout Annual Performance Appraisal of the employees under his/her control.
14. Carryout any other duties as directed by the Board/Managing Director from time to time.

**Job Description of Assistant Manager (Staff Officer to Executive Director  
(Administration & HR)**

<b>Position Title</b>	<b>Assistant Manager (Staff Officer to Executive Director Admin &amp; HR)</b>
<b>Reports to</b>	Executive Director (Admin. & HR)
<b>Function</b>	Provide administrative and Logistics support to Executive Director ( Admin/HR)
<b>Reporting official</b>	Senior Office Assistant
<b>Location</b>	Office of the Executive Director (Admin. & HR)

**Line of Reporting**



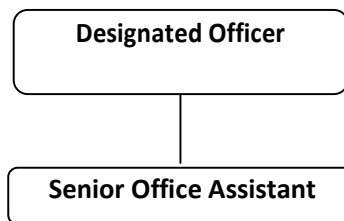
**Key Duties & Responsibilities:**

1. Screening telephone calls, enquires and requests and handling them when appropriate.
2. Organizing and maintaining diaries and making appointment.
3. Dealing with correspondence and writing letters, taking dictation and minutes.
4. Organizing and attending and ensuring the Executive Director (Admin/HR) is well prepared for meetings.
5. Co-ordinate and schedule all travel arrangements.
6. Producing documents, briefing papers, reports and presentations.
7. Dealing with incoming email, faxes and post.
8. Manage all incoming and outgoing correspondence, i.e. sort and read, mail draft responses, maintain network data base, receive and send.
9. Maintain all personal and professional files.
10. Exercise financial authority (if any) as per approved financial procedure/policy/guidelines of the Company.
11. Carryout Annual Performance Appraisal of the employees under control.
12. Carry out any other duties as directed by the Executive Director (Admin & HR).

### **Job Description of Senior office Assistant**

<b>Position Title</b>	<b>Senior Office Assistant</b>
<b>Reports to</b>	Designated Officer
<b>Function</b>	Functions directed by the designated officer/senior officials of the department.
<b>Reporting official</b>	Nil
<b>Location</b>	Office of the Executive Director (Admin. & HR)

### **Line of Reporting**



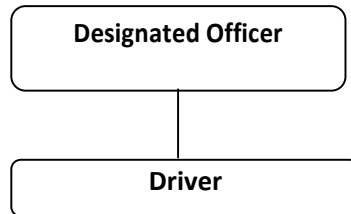
### **Key Duties & Responsibilities:**

01. Drafting & typing day to day important official documents as per instructions by the senior official of the department.
02. Drafting & typing important correspondence letter with other organizations.
03. Maintain stock register of the department.
04. Take necessary steps for petty purchase; maintain petty cash book and arranging for reimbursement of petty cash.
05. Keep soft copies and secrecy of the confidential documents of the department.
06. Any other duties as directed by the management and other senior officials from time to time.

### **Job Description of Driver**

<b>Position Title</b>	<b>Driver</b>
<b>Reports to</b>	Designated Officer
<b>Function</b>	Functions directed by the designated officer/senior officials / controlling officer of the respective office.
<b>Reporting official</b>	Nil
<b>Location</b>	Office of the Executive Director (Admin. & HR)

### **Line of Reporting**



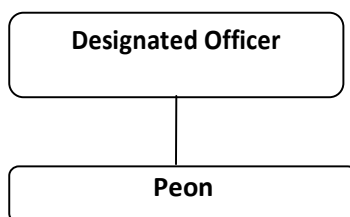
### **Key Duties & Responsibilities:**

01. Possesses general knowledge about normal vehicle maintenance like; regular tune-ups, oil changes, fluid levels, breaks, tire treads and pressure, lights, signals and wipers etc.
02. Always keep with you updated driving license, vehicle fitness issue documents like; insurance, road permit, registration etc.
03. Wearing professional uniform (in any) and be careful about reckless/destructive/aggressive/ influence by others driving specially be extra care at night.
04. Properly maintain the log book of the vehicle and be care about the fuel consumption and maintenance cost etc and keep the vehicle in designated place and clean at the end of daily duty.
05. Go out of station (On duty) with proper vehicle requisition form approved by the proper authority and in case of any problem of vehicle communicate with controlling immediately.
06. Any other duties as directed by the designated officer/ controlling officer.

### **Job Description of office Peon**

<b>Position Title</b>	<b>Peon</b>
<b>Reports to</b>	Designated Officer
<b>Function</b>	All functions directed by the designated officer and other senior officials of the respective office.
<b>Reporting official</b>	Nil
<b>Location</b>	Office of the Executive Director (Admin. & HR)

#### **Line of Reporting**



#### **Key Duties & Responsibilities:**

01. Open and close office regularly.
02. Attending bell of the respective officer and moving files and documents with care & keep confidentiality of the files.
03. Entertain officials and visitors like serving water, tea, beverages, lunch etc with care and take extra care at the time of meeting.
04. Keep clean and hygienic of the office equipment and furniture's.
05. Wearing professional uniform (if any) in the office time.
06. Receiving telephone calls with courtesy when senior officials is out of desk/chamber.
07. Any other duties as directed by the designated officer and other senior officials of DESCO.

**Office of the General Manager (Administration)**



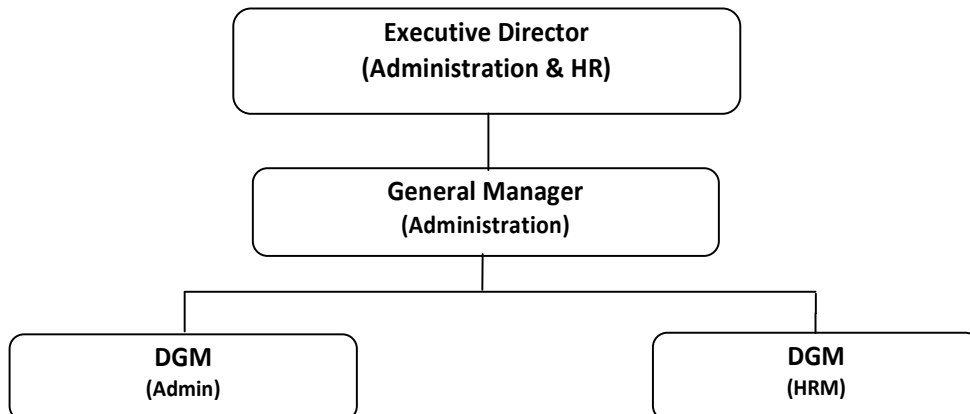
## **Job Description of General Manager (Administration)**

<b>Position Title</b>	<b>General Manager (Administration)</b>
<b>Reports to</b>	Executive Director (Administration & HR)
<b>Function</b>	Planning and formulating of all Administrative & HR development programs & policies, quality management system for future betterment of the company.
<b>Reporting official</b>	Deputy General Manager (Human Resource Management) Deputy General Manager (Administration) Personal supporting officials/staff at General Manager's office
<b>Location</b>	Head Office of DESCO

### **Job purpose:**

Manage entire administrative functions of the company along with security, legal affairs and estate management. General Manager (Administration) will be responsible for planning and implementation of all HR development program, quality management system, recruitment and posting of staff and officers.

### **Line of Reporting**



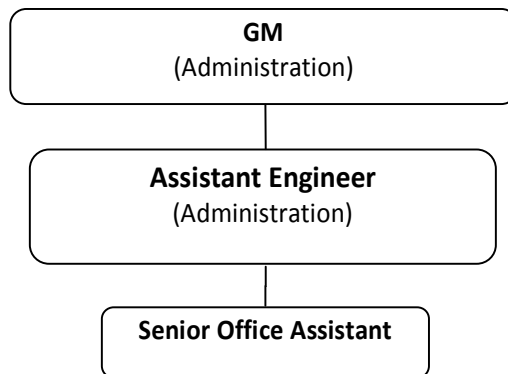
### **Key Duties & Responsibilities:**

01. Monitor official records and documents, and ensure compliance with company rules & regulations.
02. Properly monitor general activities under the department like office order, employee group insurance, yearly increment, transfer, posting, medical bill reimbursement, service renewal/separation of the employees, leave records, vehicle administration, time extension, annual picnic, PSI, medical retainer services, different committee formulation etc.
03. Monitor official correspondence of the organization with other government and non-government organization, agencies, bodies etc.
04. Implementation of plans and policies related to Human resources of the company approved by the board from time to time.
05. Supervise the actions pertaining to disciplinary proceedings as per service rules and policies of the company.
06. Monitor all legal activities of the company.
07. Review staffing requirement of the Organization and take measures for recruitment, appointment, placement/induction of employees and observe the provisions of the Service Rules.
08. Take initiative for Development of management practices, methods and procedures for conducting official activities from time to time.
09. Take initiative & monitor the welfare programs of employees of the company.
10. Exercise financial authority as delegated by the Board in accordance with financial procedure/policy/guidelines of the Company.
11. Oversee and direct functions related to manpower planning, updating Job description and Job specifications, performance evaluation system to ensure good human resource management practice are in place.
12. Evaluate the training need assessment of the Organizations employee considering the financial budget.
13. Oversee the functions of the out sourced service providers engaged under the department.
14. Carryout Annual Performance Appraisal of the employees under his/her control.
15. Assist Executive Director (Administration & HR) to carry out his duties and responsibilities.
16. Carryout any other duties as directed by the Managing Director/Executive Directors time to time.

**Job Description of Assistant Manager (office of the General Manager  
(Administration)**

<b>Position Title</b>	<b>Assistant Manager (Administration)</b>
<b>Reports to</b>	General Manager (Administration)
<b>Function</b>	Assist Chief Engineer (Administration) for day to day work and help writing meeting minutes and prepare file for meeting.
<b>Reporting official</b>	Senior Office Assistant
<b>Location</b>	Office of the General Manager (Administration)

**Line of Reporting**



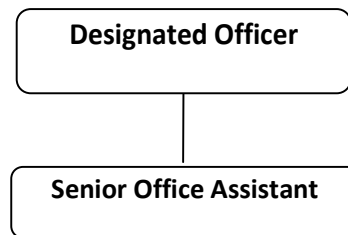
**Key responsibilities and accountabilities:**

01. Screening telephone calls enquires and requests and handling them when GM (Administration) is out of chamber.
02. Assist GM (Administration) to recommend policies, procedures, guidelines, etc. related to Administrative activities as per approved service rules and other policy guidelines.
03. Organizing and maintaining diaries and making appointment.
04. Dealing with correspondence and writing letters, taking dictation and minutes.
05. Organizing and attending and ensuring the General Manager (Administration) are well prepared for meetings.
06. Producing documents, briefing papers, reports and presentations.
07. Dealing with incoming email, faxes and post and maintain all professional files.
08. Exercise financial authority (if any) as per approved financial procedure/policy/guidelines of the Company.
09. Carryout Annual Performance Appraisal of the employees under control.
10. Carry out any other duties as directed by the General Manager (Administration).

### **Job Description of Senior office Assistant**

<b>Position Title</b>	<b>Senior Office Assistant</b>
<b>Reports to</b>	Designated Officer
<b>Function</b>	Functions directed by the designated officer/senior officials of the department.
<b>Reporting official</b>	Nil
<b>Location</b>	Office of the General Manager (Administration)

#### **Line of Reporting**



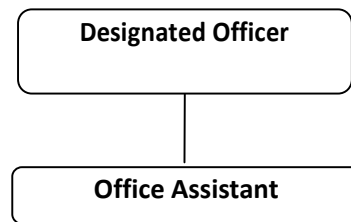
#### **Key Duties & Responsibilities:**

01. Drafting & typing day to day important official documents as per instructions by the senior official of the department.
02. Drafting & typing important correspondence letter with other organizations.
03. Maintain stock register of the department.
04. Take necessary steps for petty purchase; maintain petty cash book and arranging for reimbursement of petty cash.
05. Keep soft copies and secrecy of the confidential documents of the department.
06. Any other duties as directed by the management and other senior officials from time to time.

### **Job Description of Office Assistant**

<b>Position Title</b>	<b>Office Assistant</b>
<b>Reports to</b>	Designated Officer
<b>Function</b>	Functions directed by the Designated Officer/Senior Officials of the department.
<b>Reporting official</b>	Nil
<b>Location</b>	Office of the General Manager (Administration)

### **Line of Reporting**



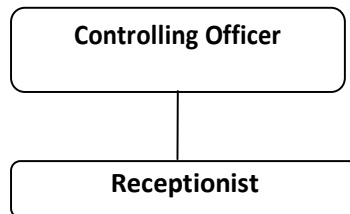
### **Key Duties & Responsibilities:**

01. Drafting & typing day to day official documents as per instructions by the senior official of the department.
02. Drafting & typing correspondence letter with other organizations.
03. Received and dispatch of all incoming & outgoing files and documents etc and keep record in the register.
04. Keep the documents to the respective files of the department.
05. Keep soft copies and secrecy of the confidential documents of the department.
06. Any other duties as directed by the management and other senior officials from time to time.

### **Job Description of office Receptionist**

<b>Position Title</b>	<b>Receptionist</b>
<b>Reports to</b>	Controlling Officer
<b>Function</b>	All functions directed by the senior officials of the respective office relating to the position.
<b>Reporting official</b>	Nil
<b>Location</b>	Office of the General Manager (Administration)

#### **Line of Reporting**



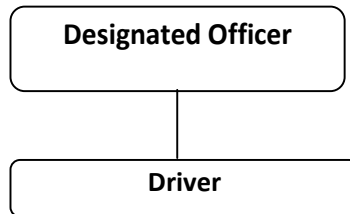
#### **Key Duties & Responsibilities:**

1. Answer telephones and directs the caller to the appropriate associate.
2. Greets with smiling and directs visitors to the company.
3. Takes and retrieves messages for various personnel.
4. Provides callers with general information (company address, directions of the company location, fax number, website etc.) of the company.
5. Any other duties as directed by the authority from time to time.

### **Job Description of Driver**

<b>Position Title</b>	<b>Driver</b>
<b>Reports to</b>	Designated Officer
<b>Function</b>	Functions directed by the designated officer/senior officials / controlling officer of the respective office.
<b>Reporting official</b>	Nil
<b>Location</b>	Office of the General Manager (Administration)

### **Line of Reporting**



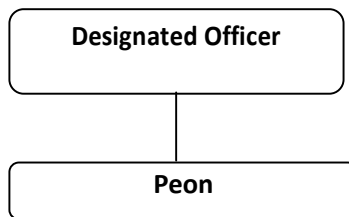
### **Key Duties & Responsibilities:**

01. Possesses general knowledge about normal vehicle maintenance like; regular tune-ups, oil changes, fluid levels, breaks, tire treads and pressure, lights, signals and wipers etc.
02. Always keep with you updated driving license, vehicle fitness issue documents like; insurance, road permit, registration etc.
03. Wearing professional uniform (in any) and be careful about reckless/destructive/aggressive/ influence by others driving specially be extra care at night.
04. Properly maintain the log book of the vehicle and be care about the fuel consumption and maintenance cost etc and keep the vehicle in designated place and clean at the end of daily duty.
05. Go out of station (On duty) with proper vehicle requisition form approved by the proper authority and in case of any problem of vehicle communicate with controlling immediately.
06. Any other duties as directed by the designated officer/ controlling officer.

### **Job Description of office Peon**

<b>Position Title</b>	Peon
<b>Reports to</b>	Designated Officer
<b>Function</b>	All functions directed by the designated officer and other senior officials of the respective office.
<b>Reporting official</b>	Nil
<b>Location</b>	Office of the General Manager (Administration)

### **Line of Reporting**



### **Key Duties & Responsibilities:**

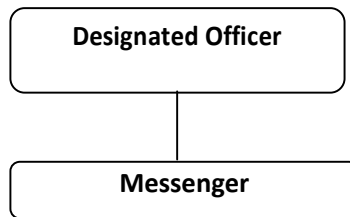
01. Open and close office regularly.
02. Attending bell of the respective officer and moving files and documents with care & keep confidentiality of the files.
03. Entertain officials and visitors like serving water, tea, beverages, lunch etc with care and take extra care at the time of meeting.
04. Keep clean and hygienic of the office equipment and furniture's.
05. Wearing professional uniform (if any) in the office time.
06. Receiving telephone calls with courtesy when senior officials is out of desk/chamber.
07. Any other duties as directed by the designated officer and other senior officials of DESCO.



### **Job Description of office Messenger**

<b>Position Title</b>	<b>Messenger</b>
<b>Reports to</b>	Designated Officer
<b>Function</b>	All functions directed by the senior officials of the respective office/department.
<b>Reporting official</b>	Nil
<b>Location</b>	Office of the General Manager (Administration)

#### **Line of Reporting**



#### **Key Duties & Responsibilities:**

01. Distribute all official documents as per instruction of the senior official and keep confidentially of the documents.
02. Post letters and correspondence by hand to hand to the outsiders.
03. Wearing professional uniform (if any) in the office time.
04. Execute instant, Quick & Emergency order of the senior officials at the office.
05. Any other duties as directed by designated officer and other senior officials of DESCO.

**Office of the Deputy General Manager (Human Resource Management)**

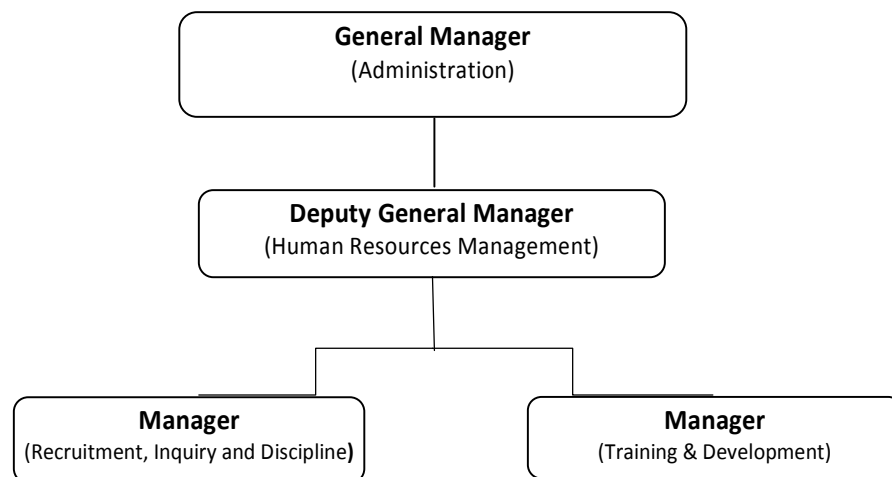
## **Job Description of Deputy General Manager (HRM)**

<b>Position Title</b>	<b>Deputy General Manager (HRM)</b>
<b>Reports to</b>	General Manager (Administration)
<b>Function</b>	Implementing and compliance with all HR related policies of the company. Specially training & Development focusing on training need assessment in accordance with the company law, service rules of the company and other policies made by the board considering the financial budget.
<b>Reporting official</b>	Manager (Recruitment, Inquiry & Discipline)  Manager (Training & Development)  Personal supporting officials/staff at Deputy General Manager's office.
<b>Location</b>	Head Office of DESCO

### **Job purpose:**

DGM (HRM) will be responsible for planning and implementation of all HR development program, quality management system, recruitment and posting of officers and staff. Resolve disputes and grievances of all employees as per service rules and policy guidelines of the company and take initiative for welfare issues of the employees from time to time.

### **Line of Reporting**



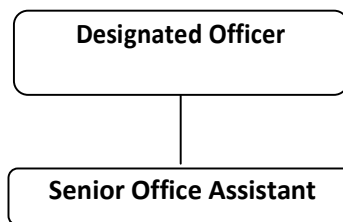
**Key responsibilities and accountabilities:**

1. Assist GM (Administration) in reviewing and revising company Employee Relations policy and procedure, getting necessary approval, and ensure its implementation.
2. Formulate and update a strategy for harmonious development of Human Resources of the Company.
3. Inform the management about recent and updated HR policy & practice in the corporate world.
4. Facilitate favorable working environment for the employees within an appropriate policy framework and take initiative for welfare programs for employees of the company.
5. Arranging of seminars, symposium, conference, professional workshop etc. at DESCO.
6. Monitor the regular training (Internal & External) of DESCO and evaluate the pragmatically training need assessment (foreign & local) of the Organization considering the financial budget.
7. Direct, supervise, monitor and control all functions of the HRM Division as per provisions of the approved Service Rules and the Policy Guidelines.
8. Review staffing requirement of the Organization and recommend measures for recruitment, appointment, placement/induction of employees observing the provisions of the Service Rules.
9. Direct, supervise, monitor and control appropriate training facilities and training calendar and Planning, implementation and scheduling of training (Foreign & Local) for different category of staff of the company.
10. Timely orientation & training of newly recruited employees and carrying out regular on-the-job training based on Training Need Assessment (TNA).
11. Liaison with all HR institutions and departments (Foreign & Local) and arrange experts for conducting training programs (If necessary).
12. Maintains personal files & Perform functions related to Annual Performance Appraisal Management of all employees of the company.
13. Maintain employee records in Human Resource Information System (HRIS) with a backup in manual to provide instant support to the management for proper Human Resources Planning.
14. Exercise financial authority (If any) as delegated by the Board in accordance with financial procedure/policy/guidelines of the Company.
15. Carryout Annual Performance Appraisal of the employees under his/her control.
16. Carryout any other duties as directed by Managing Director/Executive Director's/GM's/CE's from time to time.

### **Job Description of Senior office Assistant**

<b>Position Title</b>	<b>Senior Office Assistant</b>
<b>Reports to</b>	Designated Officer
<b>Function</b>	Functions directed by the designated officer/senior officials of the department.
<b>Reporting official</b>	Nil
<b>Location</b>	Office of the Deputy General Manager (HRM)

### **Line of Reporting**



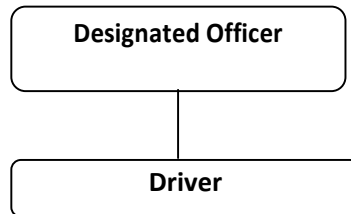
### **Key Duties & Responsibilities:**

01. Drafting & typing day to day important official documents as per instructions by the senior official of the department.
02. Drafting & typing important correspondence letter with other organizations.
03. Maintain stock register of the department.
04. Take necessary steps for petty purchase; maintain petty cash book and arranging for reimbursement of petty cash.
05. Keep soft copies and secrecy of the confidential documents of the department.
06. Any other duties as directed by the management and other senior officials from time to time.

### **Job Description of Driver**

<b>Position Title</b>	<b>Driver</b>
<b>Reports to</b>	Designated Officer
<b>Function</b>	Functions directed by the designated officer/senior officials / controlling officer of the respective office.
<b>Reporting official</b>	Nil
<b>Location</b>	Office of the Deputy General Manager (HRM)

### **Line of Reporting**



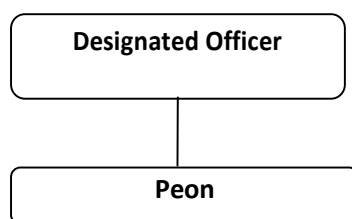
### **Key Duties & Responsibilities:**

01. Possesses general knowledge about normal vehicle maintenance like; regular tune-ups, oil changes, fluid levels, breaks, tire treads and pressure, lights, signals and wipers etc.
02. Always keep with you updated driving license, vehicle fitness issue documents like; insurance, road permit, registration etc.
03. Wearing professional uniform (in any) and be careful about reckless/destructive/aggressive/ influence by others driving specially be extra care at night.
04. Properly maintain the log book of the vehicle and be care about the fuel consumption and maintenance cost etc and keep the vehicle in designated place and clean at the end of daily duty.
05. Go out of station (On duty) with proper vehicle requisition form approved by the proper authority and in case of any problem of vehicle communicate with controlling immediately.
06. Any other duties as directed by the designated officer/ controlling officer.

### **Job Description of office Peon**

<b>Position Title</b>	Peon
<b>Reports to</b>	Designated Officer
<b>Function</b>	All functions directed by the designated officer and other senior officials of the respective office.
<b>Reporting official</b>	Nil
<b>Location</b>	Office of the Deputy General Manager (HRM)

### **Line of Reporting**



### **Key Duties & Responsibilities:**

01. Open and close office regularly.
02. Attending bell of the respective officer and moving files and documents with care & keep confidentiality of the files.
03. Entertain officials and visitors like serving water, tea, beverages, lunch etc with care and take extra care at the time of meeting.
04. Keep clean and hygienic of the office equipment and furniture's.
05. Wearing professional uniform (if any) in the office time.
06. Receiving telephone calls with courtesy when senior officials is out of desk/chamber.
07. Any other duties as directed by the designated officer and other senior officials of DESCO.

## **Recruitment, Inquiry & Discipline**



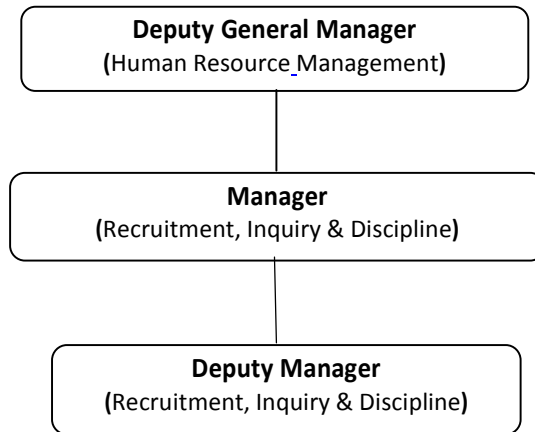
### **Job Description of Manager (Recruitment, Inquiry & Discipline)**

<b>Position Title</b>	<b>Manager (Recruitment, Inquiry &amp; Discipline)</b>
<b>Reports to</b>	Deputy General Manager (Human Resource Management)
<b>Function</b>	Human Resources Functions relating to the department including Disciplinary Procedures as per service rules and other policies of DESCO.
<b>Reporting official</b>	Deputy Manager (Recruitment, Inquiry & Discipline)
<b>Location</b>	Office of the Deputy General Manager ( HRM)

**Job purpose:**

Manager (HRM), reporting to the DGM (Human Resource Management) will collectively responsible for proposal of preparation, development and implementation of all HR Policies and also implementation of all Disciplinary proceedings as per provisions of the approved Service Rules and other policy guidelines of the company.

**Line of Reporting**



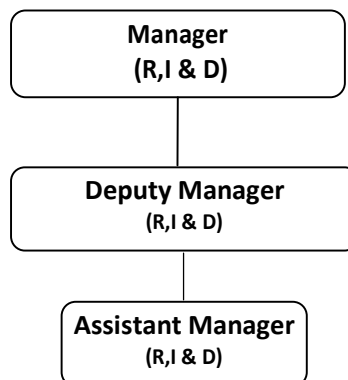
**Key responsibilities and accountabilities:**

1. Assist DGM (HRM) in implementation of all functions of the Recruitment, Inquiry & Discipline of the company as per provisions of the approved Service Rules and Policy Guidelines.
2. Propose new / amended service rules, recruitment and policies, Organogram etc. of the organization, as & when necessary.
3. Maintain organization staff by establishing a recruiting, testing, and interviewing program; counseling committee members on candidate selection; conducting and analyzing exit interviews; recommending changes.
4. Maintain employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management.
5. Advertisement and screening of candidates for recruitment against vacancies as per approved organogram of the company.
6. Maintain management guidelines by preparing, updating, and recommending human resource policies and procedures.
7. Maintain historical human resource records by designing a filing and retrieval system; keeping past and current records.
8. Monitor attendance & leave records of employees of the department in both the system (Manual & Database) to report daily, monthly & annually.
9. To assist the authority in creating environment that is conducive and congenial to working environment.
10. Exercise financial authority (If any) as delegated by the Board in accordance with financial procedure/policy/guidelines of the Company.
11. Carryout Annual Performance Appraisal of the employees under his/her control.
12. Develop and recommend the Annual Budget relating to the department.
13. Carry out any other duties as directed by the Management from time to time.

## **Job Description of Deputy Manager (Recruitment, Inquiry & Discipline)**

<b>Position Title</b>	<b>Deputy Manager (Recruitment, Inquiry &amp; Discipline)</b>
<b>Reports to</b>	Manager (Recruitment, Inquiry & Discipline)
<b>Function</b>	Take initiative for implementation of the management order as per provisions of the approved Service rules and policy guidelines of the company.
<b>Reporting official</b>	Assistant Manager (Recruitment, Inquiry & Discipline)
<b>Location</b>	Office of the Deputy General Manager ( HRM)

### **Line of Reporting**



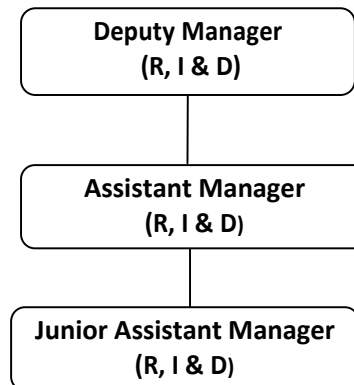
**Key Duties & Responsibilities:**

01. Assist Manager (Recruitment, Inquiry & Discipline) to ascertain compliance with the provisions of the approved Service Rules and Policy Guidelines with relating to recruitment, inquiry & discipline.
02. Assist Manager (Recruitment, Inquiry & Discipline) for proposing amendment of service rules, promotion and recruitment policies, Organogram etc. of the organization for consideration of the management.
03. Ensure timely issuance of office orders, circulars, as and when necessary relating to the department.
04. To assist Manager (Recruitment, Inquiry & Discipline) to take into cognizance personnel grievances of employees and recommend measures to the authority as per approved service rules and policy guidelines of the company.
05. To assist Manager (Recruitment, Inquiry & Discipline) in disciplinary proceedings against employees as directed.
06. To propose for recruitment, appointment, placement/induction of employees observing the provisions of the Organogram and Service Rules.
07. To assist Manager (Recruitment, Inquiry & Discipline) in developing new / revised wage and salary plan as & when necessary.
08. To assist Manager (Recruitment, Inquiry & Discipline) in creating environment conducive to healthy working conditions for employees and in creating the opportunity for maximum creativeness, personnel satisfaction and sense of accomplishment.
09. To exercise financial authority (If any) as per approved financial procedure/policy/guidelines of the Company.
10. To carryout Annual Performance Appraisal of the employees under control.
11. To carry out any other duties as directed by the management from time to time.

### **Job Description of Assistant Manager (Recruitment, Inquiry & Discipline)**

<b>Position Title</b>	<b>Assistant Manager (Recruitment, Inquiry &amp; Discipline)</b>
<b>Reports to</b>	Deputy Manager (Recruitment, Inquiry & Discipline)
<b>Function</b>	Initiate the implementation process of the management order as per provisions of the approved Service Rules and Policy Guidelines.
<b>Reporting official</b>	Junior Assistant Manager (Recruitment, Inquiry & Discipline)
<b>Location</b>	Office of the Deputy General Manager (HRM)

#### **Line of Reporting**



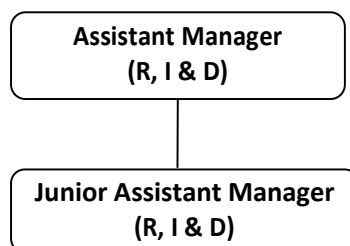
**Key Duties & Responsibilities:**

1. Proposed compliance with the provisions of the approved Service Rules and Policy Guidelines with regard to recruitment, inquiry & discipline of the company.
2. Drafting developing/ amending service rules, promotion and recruitment policies, Organogram etc. of the organization for consideration of the authority from time to time.
3. Ensure timely issuance of all office orders, circulars, as and when necessary.
4. Assist Deputy Manager (Recruitment, Inquiry & Discipline) to take into cognizance personnel grievances of employees and recommend measures to the authority and processing disciplinary proceedings against employees as per approved service rules policy guidelines of the company.
5. Propose for recruitment, appointment, placement/induction of employees observing the provisions of the Organogram and Service Rules.
6. Assist Deputy Manager (Recruitment, Inquiry & Discipline) in developing new / revised wage and salary plan as & when necessary as per instructions of the management.
7. Exercise financial authority (if any) as per approved financial procedure/policy/guidelines of the Company.
8. Carryout Annual Performance Appraisal of the employees under control.
9. Carry out any other duties as directed by the management from time to time.

## **Job Description of Junior Assistant Manager (Recruitment, Inquiry & Discipline)**

<b>Position Title</b>	<b>Junior Assistant Manager (Recruitment, Inquiry &amp; Discipline)</b>
<b>Reports to</b>	Assistant Manager (Recruitment, Inquiry & Discipline)
<b>Function</b>	Assist senior officials to initiate the implementation process of the management order as per provisions of the approved Service Rules and Policy Guidelines.
<b>Reporting official</b>	Nil
<b>Location</b>	Office of the Deputy General Manager (HRM)

### **Line of Reporting**



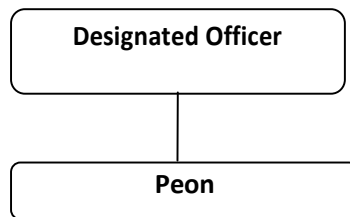
### **Key Duties & Responsibilities:**

1. Assist assistant Manager (R, I & D) to propose compliance with the provisions of the approved Service Rules and Policy Guidelines with regard to recruitment, inquiry & discipline of the company.
2. Assist assistant Manager (R, I & D) to ensure timely issuance of all office orders, circulars, as and when necessary.
3. Scrutinize the medical bills and maintain the leave records of the officers of the company.
4. Maintain the leave records of employees of the company
5. Assist Assistant Manager (Recruitment, Inquiry & Discipline) in developing new / revised wage and salary plan as & when necessary as per instructions of the management.
6. Exercise financial authority (if any) as per approved financial procedure/policy/guidelines of the Company.
7. Carryout Annual Performance Appraisal of the employees under control.
8. Carry out any other duties as directed by the management from time to time.

### **Job Description of office Peon**

<b>Position Title</b>	<b>Peon</b>
<b>Reports to</b>	Designated Officer
<b>Function</b>	All functions directed by the designated officer and other senior officials of the respective office.
<b>Reporting official</b>	Nil
<b>Location</b>	Office of the Deputy General Manager ( HRM)

### **Line of Reporting**



### **Key Duties & Responsibilities:**

01. Open and close office regularly.
02. Attending bell of the respective officer and moving files and documents with care & keep confidentiality of the files.
03. Entertain officials and visitors like serving water, tea, beverages, lunch etc with care and take extra care at the time of meeting.
04. Keep clean and hygienic of the office equipment and furniture's.
05. Wearing professional uniform (if any) in the office time.
06. Receiving telephone calls with courtesy when senior officials is out of desk/chamber.
07. Any other duties as directed by the designated officer and other senior officials of DESCO.



## **Training & Development**

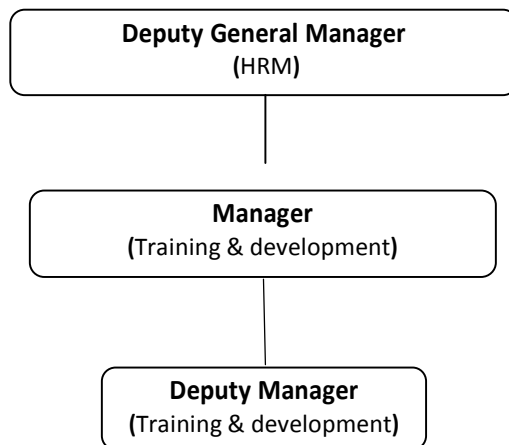
### **Job Description of Manager (Training & Development)**

<b>Position Title</b>	<b>Manager (Training and Development)</b>
<b>Reports to</b>	Deputy General Manager (Human Resource Management)
<b>Function</b>	Manage entire training facilities (Foreign & Local) based on training need assessment considering the financial budget.
<b>Reporting official</b>	Deputy Manager (Training and Development)
<b>Location</b>	Office of the Deputy General Manager ( HRM)

**Job purpose:**

Manager (Training & Development), reporting to the DGM (Human Resource Management) with collectively Responsible for developing human resources by training and manage entire training facilities (Foreign & Local) based on training need assessment considering the financial budget.

**Line of Reporting**



**Key responsibilities and accountabilities:**

01. Assist DGM (HRM) in implementation of all functions of the Training & Development department as per provisions of the approved Service Rules and Policy Guidelines.
02. Monitor to prepare all training schedule and internship program (if any) including on the job training and arranges proper accommodation for trainees.
03. Communicate with resource persons (Internal & External) and arranging the outsource training schedule (if necessary) foreign & Local.
04. Prepare employees for works by establishing and conducting orientation and different work related training programs.
05. Arrangement of different orientation programs for employees, workshops, seminars etc (If necessary) for the benefit of the company.
06. Develop & recommend policy guide lines for employees relating to the training & development.
07. To review & recommend yearly training calendar for officers & staff of the company.
08. To review & recommend schedules of training programs.
09. To ensure appropriate training facilities including materials / equipments.
10. To review & recommend the Annual Budget & Annual Procurement Plan for the department relating to the foreign & local training & development of the employees.
11. Exercise financial authority (If any) as delegated by the Board in accordance with financial procedure/policy/guidelines of the Company.
12. Carryout Annual Performance Appraisal of the employees under his/her control.
13. To carry out any other duties as directed by the management from time to time.

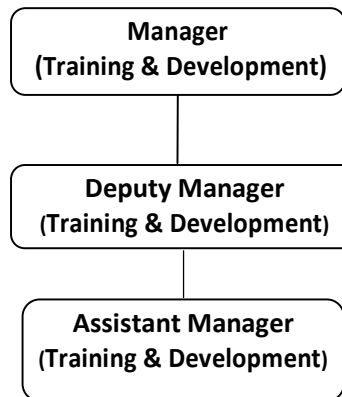
## **Job Description of Deputy Manager (Training & Development)**

<b>Position Title</b>	<b>Deputy Manager (Training &amp; Development)</b>
<b>Reports to</b>	Manager (Training & Development)
<b>Function</b>	Prepare all training facilities (Foreign & Local) based on training need assessment considering the financial budget.
<b>Reporting official</b>	Assistant Managers & other employees below Assistant Manager
<b>Location</b>	Office of the Deputy General Manager ( HRM)

### **Job purpose:**

Forecasting & proposal of all training facilities (Foreign & Local) based on training need assessment considering the financial budget and also contribute to implement of all functions of the training and development division.

### **Line of Reporting**



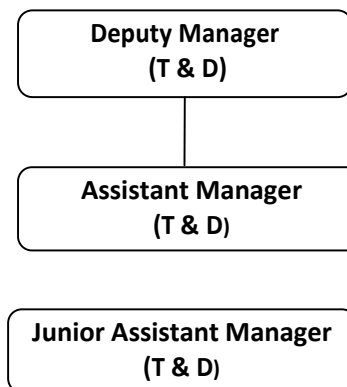
**Key Duties & Responsibilities:**

01. Assist Manager (T & D) in implementation of all functions of the Training & Development department as per provisions of the approved Service Rules and Policy Guidelines.
02. Assist Manager (Training & Development) in ensuring availability of all training facilities including materials / equipments.
03. Preparing all training schedule and internship program (if any) including on the job training.
04. Communicate with resource persons (Internal & External) and help manager (T & D) for arranging the outsource training schedule (if necessary) foreign & Local.
05. Assist manager (T & D) to develop & recommend policy guide lines for employees.
06. Ensure timely issuance of office orders, circulars, as and when necessary relating to the department.
07. Propose review & recommend training program & training calendar for officials / staff.
  
08. Assist manager (T & D) to ensure compliance with approved training calendar.
09. Assist manager (T & D) to arrange proper accommodation, training materials for trainees as well as trainers.
  
10. To exercise financial authority (if any) as per approved financial procedure/policy/guidelines of the Company.
  
11. To carryout Annual Performance Appraisal of the employees under control.
  
12. To carry out any other duties as directed by the management from time to time.

## **Job Description of Assistant Manager (Training & Development)**

<b>Position Title</b>	<b>Assistant Manager (Training &amp; Development)</b>
<b>Reports to</b>	Deputy Manager (Training & Development)
<b>Function</b>	Assist Deputy Manager (T & D) to prepare all training facilities (Foreign & Local) based on training need assessment considering the financial budget.
<b>Reporting official</b>	Junior Assistant Manager
<b>Location</b>	Office of the Deputy General Manager ( HRM)

### **Line of Reporting**



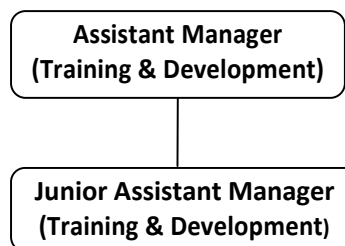
**Key Duties & Responsibilities:**

1. Assist Deputy Manager (Training & Development) in developing training program & training curriculum for officials / staff.
2. Ensure conducting training programs as approved by the authority.
3. Assist Deputy Manager (Training & Development) in assessing the requirement of in-house & external experts to conduct training sessions.
4. Prepare & propose schedules of training programs and arrange proper accommodation for trainees.
5. Assist Deputy Manager (Training & Development) in ensuring availability of all training facilities including materials.
6. To assist the authority in evaluating the performance of trainers & trainees.
7. Propose annual budget for training (Foreign & Local) and annual procurement of the department.
8. Exercise financial authority (if any) as per approved financial procedure/policy/guidelines of the Company.
9. Carryout Annual Performance Appraisal of the employees under control.
10. Carry out any other duties as directed by the management from time to time..

## **Job Description of Junior Assistant Manager (Training & Development)**

<b>Position Title</b>	<b>Junior Assistant Manager (Training &amp; Development)</b>
<b>Reports to</b>	Deputy Manager (Training & Development)
<b>Function</b>	Provide logistical support to senior official of the department for smooth day to day functions of training.
<b>Reporting official</b>	Nil
<b>Location</b>	Office of the Deputy General Manager (HRM)

### **Line of Reporting**



### **Key Duties & Responsibilities:**

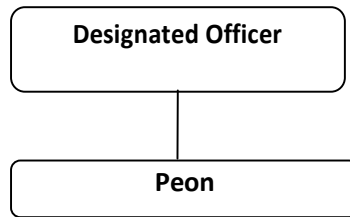
01. To provide support & services to Assistant Manager (Training & Development) in conducting training programs as approved by the authority.
02. Facilitate to the trainers and trainees by giving honorarium, training allowances, breakfast, lunch, etc.
03. To provide support & services to the officials in arranging training facilities including materials.
04. Monitor the attendance of the trainees in time.
05. Assist Assistant Manager (Training and Development) for timely issuance of office order and notes relating to the department.
06. Assist Assistant Manager (Training & Development) for drafting annual training calendar, monthly training schedule etc.
07. To carry out any other duties as directed by the management from time to time.



### **Job Description of office Peon**

<b>Position Title</b>	Peon
<b>Reports to</b>	Designated Officer
<b>Function</b>	All functions directed by the designated officer and other senior officials of the respective office.
<b>Reporting official</b>	Nil
<b>Location</b>	Office of the Deputy General Manager ( HRM)

### **Line of Reporting**



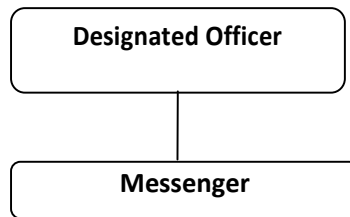
### **Key Duties & Responsibilities:**

01. Open and close office regularly.
02. Attending bell of the respective officer and moving files and documents with care & keep confidentiality of the files.
03. Entertain officials and visitors like serving water, tea, beverages, lunch etc with care and take extra care at the time of meeting.
04. Keep clean and hygienic of the office equipment and furniture's.
05. Wearing professional uniform (if any) in the office time.
06. Receiving telephone calls with courtesy when senior officials is out of desk/chamber.
07. Any other duties as directed by the designated officer and other senior officials of DESCO.

### **Job Description of office Messenger**

<b>Position Title</b>	<b>Messenger</b>
<b>Reports to</b>	Designated Officer
<b>Function</b>	All functions directed by the senior officials of the respective office/department.
<b>Reporting official</b>	Nil
<b>Location</b>	Office of the Deputy General Manager ( HRM)

#### **Line of Reporting**



#### **Key Duties & Responsibilities:**

01. Distribute all official documents as per instruction of the senior official and keep confidentially of the documents.
02. Post letters and correspondence by hand to hand to the outsiders.
03. Wearing professional uniform (if any) in the office time.
04. Execute instant, Quick & Emergency order of the senior officials at the office.
05. Any other duties as directed by designated officer and other senior officials of DESCO.

**Office of the Deputy General Manager (Administration)**

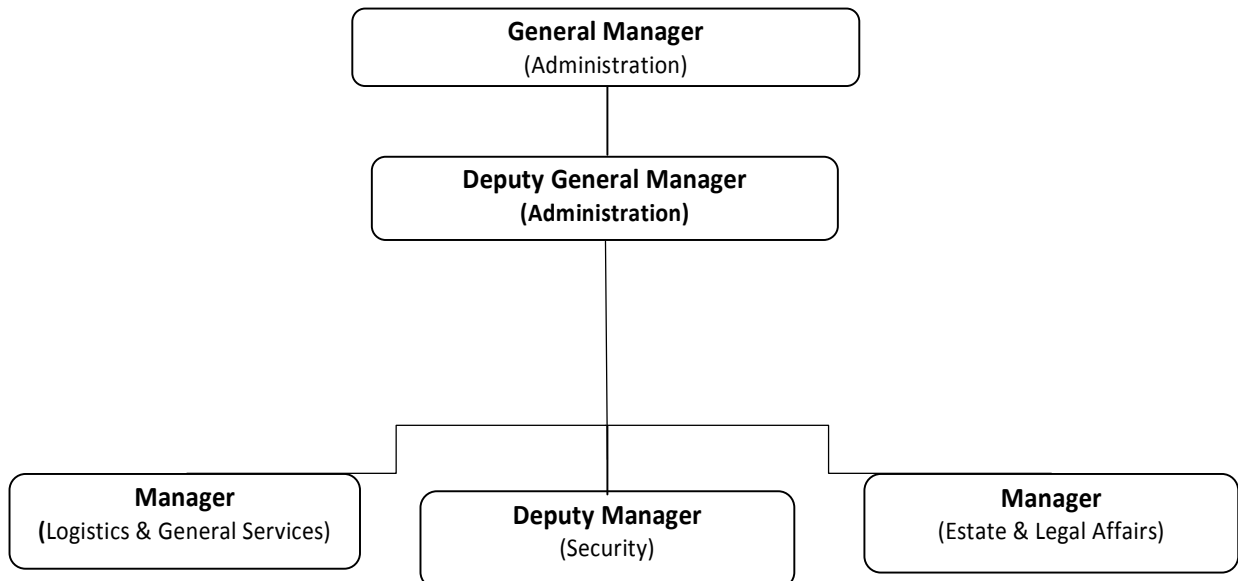
## Job Description of Dy. General Manager (Administration)

<b>Position Title</b>	<b>Deputy General Manager (Administration)</b>
<b>Reports to</b>	General Manager (Administration)
<b>Function</b>	Implementing and compliance with all Administrative functions in accordance with the company law, service rules of the company and other policies made by the board.
<b>Reporting official</b>	Manager (Estate & Legal Affairs) Manager (Logistics & General Services) Deputy Manager (Security) Personal supporting officials/staffs at Deputy General Manager's office.
<b>Location</b>	Office of the General Manager (Administration)

### **Job purpose:**

All administrative functions especially general activities, logistics, legal and security are to be looked after by DGM (Administration).

### Line of Reporting



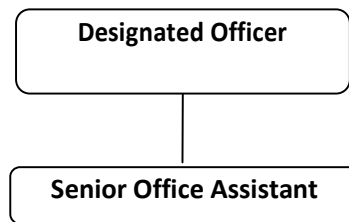
**Key duties and responsibilities:**

01. Direct to Initiate general activities under the department like daily attendance record, office order, employee group insurance, yearly increment, transfer, posting, medical bill reimbursement, leave records, service renewal/separation of the employees, annual picnic, PSI, medical retainer services, different committee formulation etc.
02. Initiate as per direction of the Executive Director (Admin & HR)/GM (Administration) for disciplinary proceedings of employees as per service rules and other regulations of the company.
03. Initiate official correspondence of the organization and execute legal actions as per service rules and policies of DESCO.
04. Assist GM (Administration) in implementation of all function related to administration, Estate, logistics & Security department as per provisions of the approved Service Rules and Policy Guidelines in a cost effective manner.
05. Oversee payment of Rents, Holding & other Taxes, for office establishments, permanent installation & lands in possession of the company.
06. Review & recommend purchase / acquisition / rent of new office buildings/store yards/lands /vehicles etc.
07. Review & recommend requirements of office furniture & fixtures, office equipments & stationary, consumables for the Head Quarters.
08. Review & recommend appointment / deployment of security personnel for designated locations and to maintain all other security measures as necessary from time to time.
09. Give proposal for Development of management practices, methods and procedures for conducting official activities from time to time.
10. Liaise with govt. agencies and other law enforcing authorities to maintain proper law and order situation within the Company.
11. Exercise financial authority (If any) as delegated by the Board in accordance with financial procedure/policy/guidelines of the Company.
12. Carryout Annual Performance Appraisal of the employees under his/her control.
13. Carryout any other duties as directed by the Managing Director/ Executive Directors/GM/CE from time to time.

### **Job Description of Senior office Assistant**

<b>Position Title</b>	<b>Senior Office Assistant</b>
<b>Reports to</b>	Designated Officer
<b>Function</b>	Functions directed by the designated officer/senior officials of the department.
<b>Reporting official</b>	Nil
<b>Location</b>	Office of the Deputy General Manager (Administration)

### **Line of Reporting**



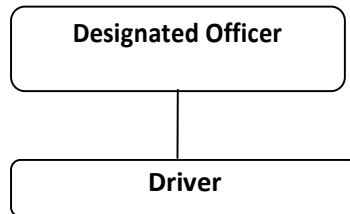
### **Key Duties & Responsibilities:**

01. Drafting & typing day to day important official documents as per instructions by the senior official of the department.
02. Drafting & typing important correspondence letter with other organizations.
03. Maintain stock register of the department.
04. Take necessary steps for petty purchase; maintain petty cash book and arranging for reimbursement of petty cash.
05. Keep soft copies and secrecy of the confidential documents of the department.
06. Any other duties as directed by the management and other senior officials from time to time.

### **Job Description of Driver**

<b>Position Title</b>	<b>Driver</b>
<b>Reports to</b>	Designated Officer
<b>Function</b>	Functions directed by the designated officer/senior officials / controlling officer of the respective office.
<b>Reporting official</b>	Nil
<b>Location</b>	Office of the Deputy General Manager (Administration)

### **Line of Reporting**



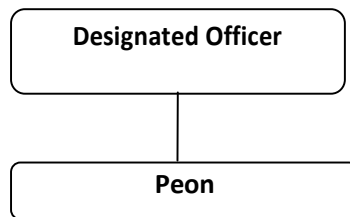
### **Key Duties & Responsibilities:**

01. Possesses general knowledge about normal vehicle maintenance like; regular tune-ups, oil changes, fluid levels, breaks, tire treads and pressure, lights, signals and wipers etc.
02. Always keep with you updated driving license, vehicle fitness issue documents like; insurance, road permit, registration etc.
03. Wearing professional uniform (in any) and be careful about reckless/destructive/aggressive/ influence by others driving specially be extra care at night.
04. Properly maintain the log book of the vehicle and be care about the fuel consumption and maintenance cost etc and keep the vehicle in designated place and clean at the end of daily duty.
05. Go out of station (On duty) with proper vehicle requisition form approved by the proper authority and in case of any problem of vehicle communicate with controlling immediately.
06. Any other duties as directed by the designated officer/ controlling officer.

### **Job Description of office Peon**

<b>Position Title</b>	Peon
<b>Reports to</b>	Designated Officer
<b>Function</b>	All functions directed by the designated officer and other senior officials of the respective office.
<b>Reporting official</b>	Nil
<b>Location</b>	Office of the Deputy General Manager (Administration)

### **Line of Reporting**



### **Key Duties & Responsibilities:**

01. Open and close office regularly.
02. Attending bell of the respective officer and moving files and documents with care & keep confidentiality of the files.
03. Entertain officials and visitors like serving water, tea, beverages, lunch etc with care and take extra care at the time of meeting.
04. Keep clean and hygienic of the office equipment and furniture's.
05. Wearing professional uniform (if any) in the office time.
06. Receiving telephone calls with courtesy when senior officials is out of desk/chamber.
07. Any other duties as directed by the designated officer and other senior officials of DESCO.



## **Logistic & General Services**

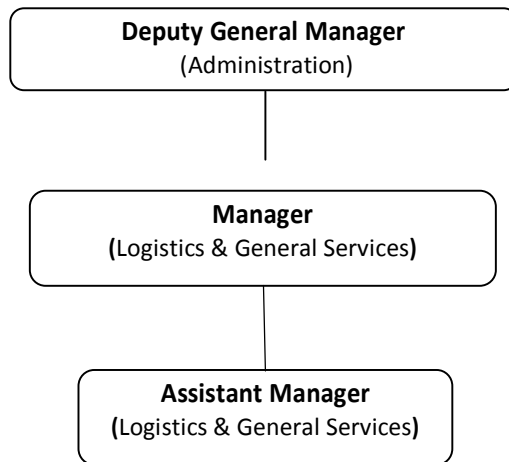
## **Job Description of Manager (Logistic & General Services)**

<b>Position Title</b>	<b>Manager (Logistics and General Services)</b>
<b>Reports to</b>	Deputy General Manager (Administration)
<b>Function</b>	Provide all kinds of Logistical & General Supports for all offices/divisions of the company.
<b>Reporting official</b>	Assistant Manager (Logistics and General Service)
<b>Location</b>	Office of the Deputy General Manager (Administration)

### **Job purpose:**

Providing all kind of Logistical & General Support for smooth operation of all offices/divisions of the company for achievement of the company's goals.

### **Line of Reporting**



### **Key Duties & Responsibilities:**

01. Assist DGM (Admin) in implementation of all functions logistics & general service as per provisions of the approved organogram, Service Rules and Policy Guidelines.
02. Management of transport (owned & Outsourced) and provide transport facilities to all offices of the Company.
03. Monitor & control of fuel, maintenance cost, and duties of all drivers.
04. Ascertain requirements of office furniture & fixtures, office equipments & stationary for Head Quarters and other offices of the company as per policy guidelines.
05. Arrangement of advertisement and paper notice and other publications of the company.
04. Monitoring vehicles fitness issues and providing support for telecommunication, WASA, Gas, Electricity and other Utilities for the headquarters and other offices of the company.
06. Take initiative for Providing printing and stationary for whole organization from time to time.
07. Take initiative yearly publications like calendar, diary, key ring, pen, mug, pen stand etc. as promotional activities of the organization.
08. Ensure payment of Rents, Holding & other Taxes, for office establishments, permanent installation & lands in possession of the company as per legal opinion/vetting (if necessary).
09. Propose to purchase / acquisition / rent of new office buildings/store yards/lands etc.
10. Properly manage out sources service providers under the department.
11. Develop and recommend the Annual Budget & Annual Procurement Plan for the department.
12. Exercise financial authority as delegated by the Board in accordance with financial procedure/policy/guidelines of the Company.
13. Carryout Annual Performance Appraisal of the employees under his/her control.
14. Carry out any other duties as directed by the management from time to time.

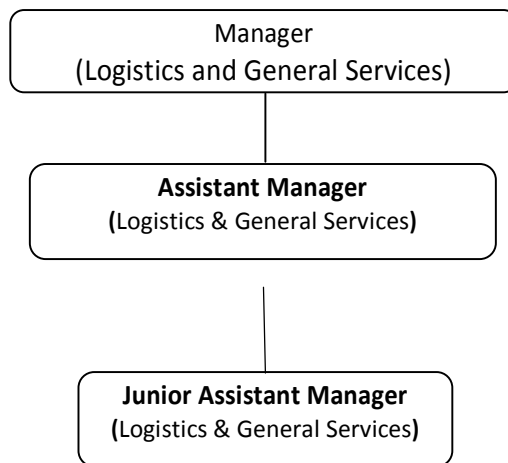
### **Job Description of Assistant Manager (Logistic & General Services)**

<b>Position Title</b>	<b>Assistant Manager (Logistics and General Services)</b>
<b>Reports to</b>	Manager (Logistics and General Services)
<b>Function</b>	Assist Manager (Logistics and General Services) to provide all kinds of Logistical & General Supports for all offices/divisions of the company.
<b>Reporting official</b>	Junior Assistant Manager (Logistics and General Service)
<b>Location</b>	Office of the Deputy General Manager (Administration)

**Job purpose:**

Assist Manager (Logistics and General Services) providing all kind of Logistical & General Support for smooth operation of all offices/divisions of the company for achievement of the company's goals.

#### **Line of Reporting**



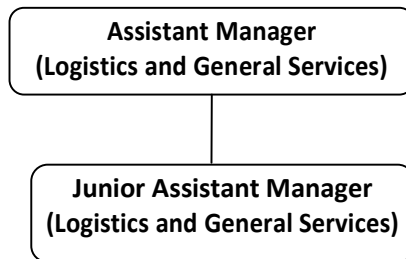
**Key Duties & Responsibilities:**

01. Assist Manager (Logistics and General Services) in implementation of all functions logistics & general service as per provisions of the approved organogram, Service Rules and Policy Guidelines.
02. Management of transport (owned & Outsourced) and monitoring drivers under control and provide transport facilities to all offices of the Company.
03. Take necessary initiative to control of fuel, maintenance cost, and duties of all drivers.
04. Visiting the requirements of office furniture & fixtures, office equipments & stationary for Head Quarters and other offices of the company as per policy guidelines.
05. Arrangement of advertisement and paper notice and other publications of the company.
05. Maintain vehicles fitness issues and providing support for telecommunication, WASA, Gas, Electricity and other Utilities for the headquarters and other offices of the company.
06. Take initiative for Providing printing and stationary for whole organization from time to time.
07. Propose for yearly publications like calendar, diary, key ring, pen, mug, pen stand etc. as promotional activities of the organization.
08. Properly manage out sources service providers under the department.
09. Assist Manager (Logistics and General Services) Develop and recommend the Annual Budget & Annual Procurement Plan for the department.
10. Exercise financial authority (if any) as delegated by the Board in accordance with financial procedure/policy/guidelines of the Company.
11. Carryout Annual Performance Appraisal of the employees under his/her control.
12. Carry out any other duties as directed by the management from time to time.

## **Job Description of Junior Assistant Manager (Logistic & General Services)**

<b>Position Title</b>	<b>Junior Assistant Manager (Logistics and General Services)</b>
<b>Reports to</b>	Assistant Manager (Logistics and General Services)
<b>Function</b>	Assist assistant Manager (Logistics and General Services) to provide all kinds of Logistical & General Supports for all offices/divisions of the company.
<b>Reporting official</b>	Nil
<b>Location</b>	Office of the Deputy General Manager (Administration)

### **Line of Reporting**



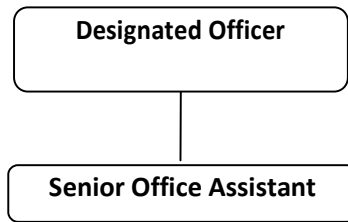
**Key Duties & Responsibilities:**

01. Assist Manager (Logistics and General Services) in implementation of all functions logistics & general service as per provisions of the approved organogram, Service Rules and Policy Guidelines.
02. Management of transport (owned & outsourced) and monitoring drivers under control and provide transport facilities to all offices of the Company.
03. To ensure attendance and performance of drivers against assign vehicles.
04. To ensure regular maintenance / overhauling of office vehicles and support other offices in this respect.
05. Take necessary initiative to control of fuel, maintenance cost, and duties of all drivers.
06. Visiting the requirements of office furniture & fixtures, office equipments & stationary for Head Quarters and other offices of the company as per policy guidelines.
06. Assist Manager (Logistics and General Services) in vehicles fitness issues and providing support for telecommunication, WASA, Gas, Electricity and other Utilities for the headquarters and other offices of the company.
07. Exercise financial authority (if any) as delegated by the Board in accordance with financial procedure/policy/guidelines of the Company.
08. Carryout Annual Performance Appraisal of the employees under his/her control.
09. Carry out any other duties as directed by the management from time to time.

### **Job Description of Senior office Assistant**

<b>Position Title</b>	<b>Senior Office Assistant</b>
<b>Reports to</b>	Designated Officer
<b>Function</b>	Functions directed by the designated officer/senior officials of the department.
<b>Reporting official</b>	Nil
<b>Location</b>	Office of the Deputy General Manager (Administration)

### **Line of Reporting**



### **Key Duties & Responsibilities:**

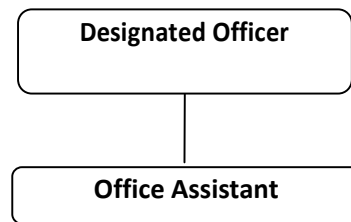
01. Drafting & typing day to day important official documents as per instructions by the senior official of the department.
02. Drafting & typing important correspondence letter with other organizations.
03. Maintain stock register of the department.
04. Take necessary steps for petty purchase; maintain petty cash book and arranging for reimbursement of petty cash.
05. Keep soft copies and secrecy of the confidential documents of the department.
06. Any other duties as directed by the management and other senior officials from time to time.



### **Job Description of Office Assistant**

<b>Position Title</b>	<b>Office Assistant</b>
<b>Reports to</b>	Designated Officer
<b>Function</b>	Functions directed by the Designated Officer/Senior Officials of the department.
<b>Reporting official</b>	Nil
<b>Location</b>	Office of the Deputy General Manager (Administration)

### **Line of Reporting**



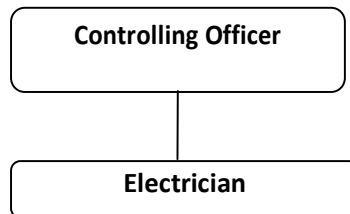
### **Key Duties & Responsibilities:**

01. Drafting & typing day to day official documents as per instructions by the senior official of the department.
02. Drafting & typing correspondence letter with other organizations.
03. Received and dispatch of all incoming & outgoing files and documents etc and keep record in the register.
04. Keep the documents to the respective files of the department.
05. Keep soft copies and secrecy of the confidential documents of the department.
06. Any other duties as directed by the management and other senior officials from time to time.

### **Job Description of office Electrician**

<b>Position Title</b>	<b>Electrician</b>
<b>Reports to</b>	Controlling Officer
<b>Function</b>	All functions directed by the senior officials of the respective office relating to the position.
<b>Reporting official</b>	Nil
<b>Location</b>	Office of the Deputy General Manager (Administration)

#### **Line of Reporting**



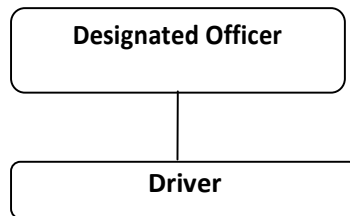
#### **Key Duties & Responsibilities:**

1. Install, test, and maintain electronic and electrical wiring, equipment, fixture etc of the office.
2. Diagnosis malfunctioning of electrical problems of the offices using test equipment and hand tools.
3. Inspect electrical system, equipment and components of the offices to identify hazards & defects and taking corrective actions immediately.
4. Any other duties as directed by the controlling/senior officials from time to time.

### **Job Description of Driver (Pool)**

<b>Position Title</b>	<b>Driver (Pool)</b>
<b>Reports to</b>	Designated Officer
<b>Function</b>	Functions directed by the designated officer/senior officials / controlling officer of the respective office.
<b>Reporting official</b>	Nil
<b>Location</b>	Office of the Deputy General Manager (Administration)

### **Line of Reporting**



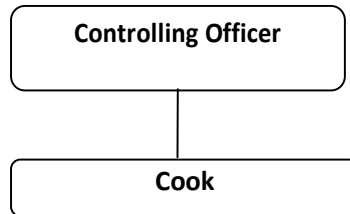
### **Key Duties & Responsibilities:**

01. Possesses general knowledge about normal vehicle maintenance like; regular tune-ups, oil changes, fluid levels, breaks, tire treads and pressure, lights, signals and wipers etc.
02. Always keep with you updated driving license, vehicle fitness issue documents like; insurance, road permit, registration etc.
03. Wearing professional uniform (in any) and be careful about reckless/destructive/aggressive/ influence by others driving specially be extra care at night.
04. Properly maintain the log book of the vehicle and be care about the fuel consumption and maintenance cost etc and keep the vehicle in designated place and clean at the end of daily duty.
05. Go out of station (On duty) with proper vehicle requisition form approved by the proper authority and in case of any problem of vehicle communicate with controlling immediately.
06. Any other duties as directed by the designated officer/ controlling officer.

### **Job Description of office Cook**

<b>Position Title</b>	<b>Cook</b>
<b>Reports to</b>	Controlling Officer
<b>Function</b>	All functions directed by the senior officials of the respective office relating to the position.
<b>Reporting official</b>	Nil
<b>Location</b>	Office of the Deputy General Manager (Administration)

### **Line of Reporting**



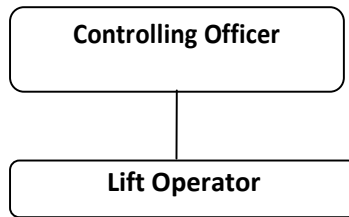
### **Key Duties & Responsibilities:**

1. Purchase and prepares foods as per requirement of the officials.
2. Take care about the nutrition and hygiene of the foods.
3. Care about the supply of food and maintenance of all food service equipments.
4. Any other duties as directed by the authority/controlling officer from time to time.

### **Job Description of Lift Operator**

<b>Position Title</b>	<b>Lift Operator</b>
<b>Reports to</b>	Designated Officer
<b>Function</b>	All functions directed by designated Officer /senior officials of the respective office relating to the position.
<b>Reporting official</b>	Nil
<b>Location</b>	Office of the Deputy General Manager (Administration)

#### **Line of Reporting**



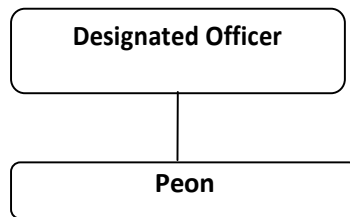
#### **Key Duties & Responsibilities:**

1. Operate lift properly and daily check the emergency bell.
2. Supplies information to visitors such as location of offices and individuals.
3. Keep clean inside of the lift including surface.
4. Be careful about load and unload of the lift.
5. Monitor the regular repairing of the lift.
6. Any other duties as directed by the designated officer /senior officials from time to time.

### **Job Description of office Peon**

<b>Position Title</b>	<b>Peon</b>
<b>Reports to</b>	Designated Officer
<b>Function</b>	All functions directed by the designated officer and other senior officials of the respective office.
<b>Reporting official</b>	Nil
<b>Location</b>	Office of the Deputy General Manager (Administration)

### **Line of Reporting**



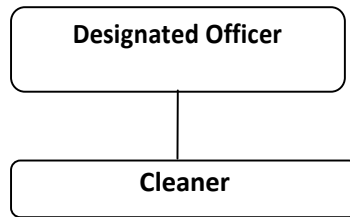
### **Key Duties & Responsibilities:**

01. Open and close office regularly.
02. Attending bell of the respective officer and moving files and documents with care & keep confidentiality of the files.
03. Entertain officials and visitors like serving water, tea, beverages, lunch etc with care and take extra care at the time of meeting.
04. Keep clean and hygienic of the office equipment and furniture's.
05. Wearing professional uniform (if any) in the office time.
06. Receiving telephone calls with courtesy when senior officials is out of desk/chamber.
07. Any other duties as directed by the designated officer and other senior officials of DESCO.

### **Job Description of office Cleaner**

<b>Position Title</b>	Cleaner
<b>Reports to</b>	Designated Officer
<b>Function</b>	All functions directed by Designated Officer /senior officials of the respective office relating to the position.
<b>Reporting official</b>	Nil
<b>Location</b>	Office of the Deputy General Manager (Administration)

### **Line of Reporting**



### **Key Duties & Responsibilities:**

1. Dust/polish all surfaces and desk of all offices and corridors.
2. Wipe, Sweep and mop all surfaces of office, kitchen and toilets etc.
3. Any other duties as directed by the controlling/senior officials from time to time.

## **Estate & Legal Affairs**



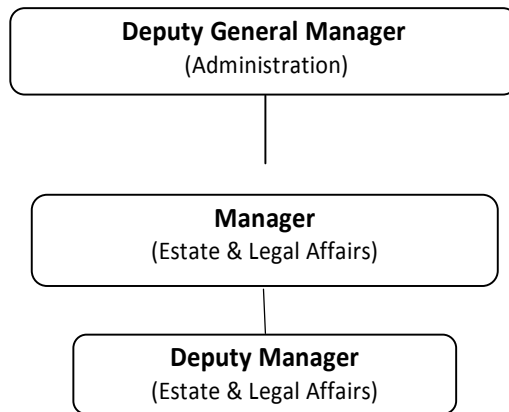
## **Job Description of Manager (Estate & Legal Affairs)**

<b>Position Title</b>	<b>Manager (Estate &amp; Legal Affairs)</b>
<b>Reports to</b>	Deputy General Manager (Administration)
<b>Function</b>	All Estate & legal matters of the company.
<b>Reporting official</b>	Deputy Manager (Estate & Legal Affairs)
<b>Location</b>	Office of the Deputy General Manager (Administration)

### **Job purpose:**

Manager (Estate & Legal Affairs) is responsible for preparing legal papers, guide all estate/ legal / contract matters for the interest of the company. Manager is also responsible for- providing logistic support to all office of the company as per provisions of the approved Service Rules and Policy Guidelines and a continuous , coordinated and comprehensive legal service, of the highest quality. Oversee ongoing cases by filling vokalatnama.

### **Line of Reporting**



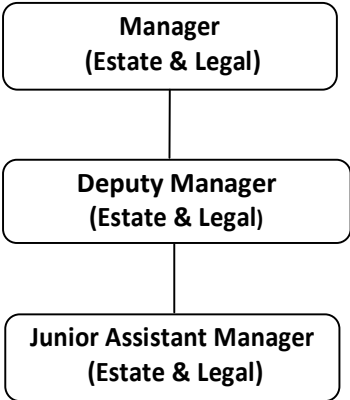
**Key responsibilities and accountabilities:**

1. Assist DGM (Administration) in implementation of all function of Estate & Legal Affairs department as per provisions of the approved Service Rules and Policy Guidelines.
2. Communicate with legal advisors, panel retainer lawyers and supplies necessary documents & information with the concern of proper authority of the company.
3. Ensure legal compliance at the court on behalf of the company and representing the organization at hearings.
4. Assist Management of the company for implementation of the court verdict.
5. Keep record of all office establishments, permanent installation & lands in possession of the company.
6. Ensure records & payments of Rent, Holding & other Taxes, for office establishments, permanent installation & lands in possession of the company.
7. Propose purchase / acquisition / rent of new office buildings/store yards/lands/vehicles etc.
8. Liaison with govt. agencies and other law enforcing authorities to maintain proper law and order situation within the Company.
9. Monitoring the legal opinion/Vetting of the lawyers on any legal issue of the company and registration of Land & Tax Management.
10. Take initiative for early settlement of cases (High court, Lower court etc) of DESCO.
11. Develop and recommend the Annual Budget & Annual Procurement Plan for the department.
12. Exercise financial authority (if any) as per approved financial procedure/policy/guidelines of the Company.
13. Carryout Annual Performance Appraisal of the employees under control.
14. Carryout any other duties as directed by the management from time to time.

**Job Description of Deputy Manager (Estate & Legal)**

<b>Position Title</b>	<b>Deputy Manager (Estate &amp; Legal)</b>
<b>Reports to</b>	Manager (Estate & Legal)
<b>Function</b>	Communicate to Legal advisor and panel retainer of lawyers of the company in conducting court cases to protect company's interest.
<b>Reporting official</b>	Assistant Manager (Estate & Legal)
<b>Location</b>	Office of the Deputy General Manager ( Administration)

**Line of Reporting**



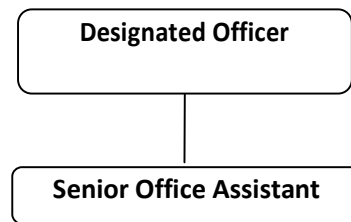
**Key Duties & Responsibilities:**

01. Assist Manager (Estate & Legal) to coordinate with legal advisor and panel of lawyers in conducting court cases to protect company's interest.
02. Upon direction of the authority to seek opinion from lawyers on issues related to legal matters.
03. Assist Manager (Estate & Legal) for issuances office order/ circular related to estate & legal affairs.
04. Assist Management for implementation of court verdicts.
05. Assist Manager (Estate & Legal) in assessing the requirement of purchase/ acquisition/ rent of office building/ store yards/ lands etc.
06. Assist Manager (Estate & Legal) in keeping record of all office buildings, permanent installations & lands in possession of the company.
07. Assist Manager (Estate & Legal) in ensuring payment of Rents, Holding & other Taxes, for office establishments, permanent installation & lands in possession of the company.
08. Exercise financial authority as per approved financial procedure/policy/guidelines of the Company.
09. Carryout Annual Performance Appraisal of the employees under control.
10. Carry out any other duties as directed by the management from time to time.

### **Job Description of Senior office Assistant**

<b>Position Title</b>	<b>Senior Office Assistant</b>
<b>Reports to</b>	Designated Officer
<b>Function</b>	Functions directed by the designated officer/senior officials of the department.
<b>Reporting official</b>	Nil
<b>Location</b>	Office of the Deputy General Manager (Administration)

### **Line of Reporting**



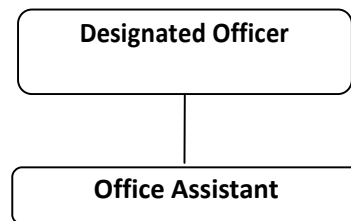
### **Key Duties & Responsibilities:**

01. Drafting & typing day to day important official documents as per instructions by the senior official of the department.
02. Drafting & typing important correspondence letter with other organizations.
03. Maintain stock register of the department.
04. Take necessary steps for petty purchase; maintain petty cash book and arranging for reimbursement of petty cash.
05. Keep soft copies and secrecy of the confidential documents of the department.
06. Any other duties as directed by the management and other senior officials from time to time.

### **Job Description of Office Assistant**

<b>Position Title</b>	<b>Office Assistant</b>
<b>Reports to</b>	Designated Officer
<b>Function</b>	Functions directed by the Designated Officer/Senior Officials of the department.
<b>Reporting official</b>	Nil
<b>Location</b>	Office of the Deputy General Manager (Administration)

### **Line of Reporting**



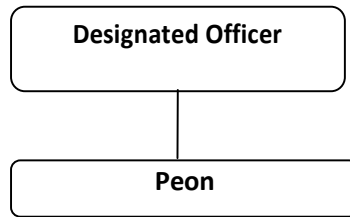
### **Key Duties & Responsibilities:**

01. Drafting & typing day to day official documents as per instructions by the senior official of the department.
02. Drafting & typing correspondence letter with other organizations.
03. Received and dispatch of all incoming & outgoing files and documents etc and keep record in the register.
04. Keep the documents to the respective files of the department.
05. Keep soft copies and secrecy of the confidential documents of the department.
06. Any other duties as directed by the management and other senior officials from time to time.

### **Job Description of office Peon**

<b>Position Title</b>	<b>Peon</b>
<b>Reports to</b>	Designated Officer
<b>Function</b>	All functions directed by the designated officer and other senior officials of the respective office.
<b>Reporting official</b>	Nil
<b>Location</b>	Office of the Deputy General Manager (Administration)

### **Line of Reporting**



### **Key Duties & Responsibilities:**

01. Open and close office regularly.
02. Attending bell of the respective officer and moving files and documents with care & keep confidentiality of the files.
03. Entertain officials and visitors like serving water, tea, beverages, lunch etc with care and take extra care at the time of meeting.
04. Keep clean and hygienic of the office equipment and furniture's.
05. Wearing professional uniform (if any) in the office time.
06. Receiving telephone calls with courtesy when senior officials is out of desk/chamber.
07. Any other duties as directed by the designated officer and other senior officials of DESCO.

**Security**



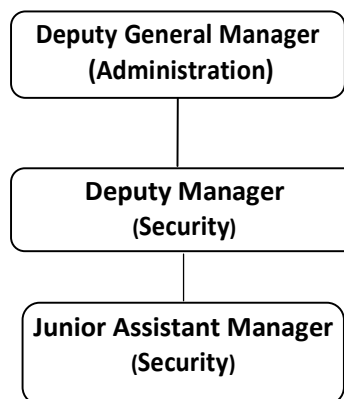
### **Job Description of Deputy Manager (Security)**

<b>Position Title</b>	<b>Deputy Manager (Security)</b>
<b>Reports to</b>	Deputy General Manager (Administration)
<b>Function</b>	Co- ordinate with outsourced security service provider on regular basis and Implementation of management decisions about the security measures of the company.
<b>Reporting official</b>	Junior Assistant Manager (Security)
<b>Location</b>	Office of the Deputy General Manager (Administration)

#### **Job Purpose:**

Maintain a safe and secure environment for customers and employees by establishing and enforcing security manuals; supervising the security guard force.

#### **Line of Reporting**



**Key Duties & Responsibilities:**

01. Assist Deputy General Manager (Administration) in implementation of all functions of the Security Department.
02. Ensure appointment / deployment of security personnel for installations and to maintain all other security measures as necessary in a cost effective manner.
03. Direct, supervise and monitor outsourced Security Services Provider's performance.
04. To issue office orders, circulars, as directed by the authority relating to the department.
05. To ensure compliance with the provisions of the approved Security Manuals.
06. To liaise with govt. agencies and other law enforcing authorities to maintain proper security of KPIs and other installations of the company.
07. Review, develop, implementation and maintenance effective security policy, procedures and practices to ensure safety and protection of personnel, assets, information and business operational activities.
08. Arrangement of emergency security when necessary like police ANSAR, Head guard, Special guard etc
09. To exercise financial authority (if any) as per approved financial procedure/policy/guidelines of the Company.
10. To carryout Annual Performance Appraisal of the employees under control.
11. To carry out any other duties as directed by the management from time to time.

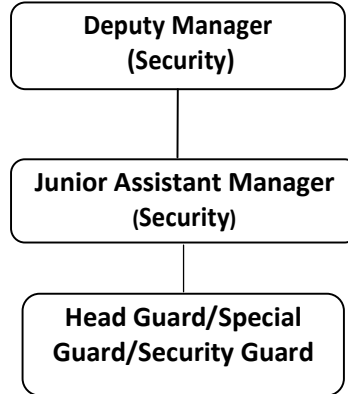
### **Job Description of Junior Assistant Manager (Security)**

<b>Position Title</b>	<b>Junior Assistant Manager (Security)</b>
<b>Reports to</b>	Deputy Manager (Security)
<b>Function</b>	Assist Deputy Manager (Security) to co-ordinate with outsourced security service provider on regular basis and Implementation of management decisions about the security measures of the company.
<b>Reporting official</b>	Head Guard/Special Guard/Security Guard
<b>Location</b>	Office of the Deputy General Manager (Administration)

**Job Purpose:**

Assist Deputy Manager (Security) to maintain a safe and secure environment for customers and employees by establishing and enforcing security manuals; supervising the security guard force.

#### **Line of Reporting**



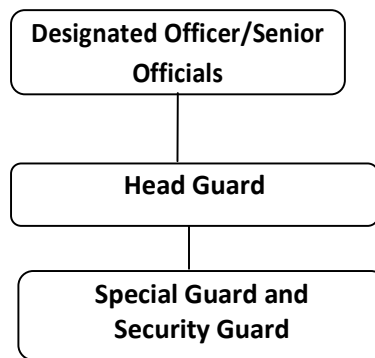
**Key Duties & Responsibilities:**

01. Assist Deputy Manager (Security) in implementation of all functions of the Security Department.
02. Monitoring the security personnel for installations and maintain all other security measures as necessary in a cost effective manner.
03. Correspondence with Security Services Provider's, govt. agencies and other law enforcing authorities to maintain proper security of KPIs and other installations of the company.
04. To issue office orders, circulars, as directed by the authority relating to the department.
05. To ensure compliance with the provisions of the approved Security Manuals.
06. Assist Deputy Manager (Security) to review, develop, implementation and maintenance effective security policy, procedures and practices to ensure safety and protection of personnel, assets, information and business operational activities.
07. Assist Deputy Manager (Security) for arrangement of emergency security when necessary like police ANSAR, Head guard, Special guard etc
08. To exercise financial authority (if any) as per approved financial procedure/policy/guidelines of the Company.
09. To carryout Annual Performance Appraisal of the employees under control.
10. To carry out any other duties as directed by the management from time to time.

### **Job Description of Head Guard**

<b>Position Title</b>	Head Guard
<b>Reports to</b>	Designated Officer/Senior Officials
<b>Function</b>	All functions directed by the senior officials of the respective office relating to security matters of the establishment.
<b>Reporting official</b>	Nil
<b>Location</b>	Respective office/KPI's

### **Line of Reporting**



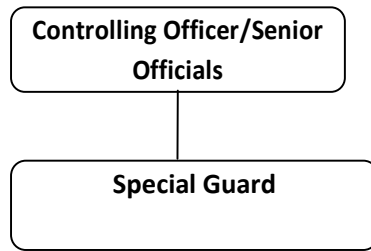
### **Key Duties & Responsibilities:**

01. Monitoring that all the security measures of the office/KPI's & installations are working and up to date.
02. Monitor the register of visitors lock of the gates of office/KPI's to control Incoming & Out going access of unauthorized person.
03. Properly conducting the shifting duty as per service rules & security manuals and wearing professional uniform in the office time.
04. Keep confidentiality about the security system of the company.
05. Any other duties as directed by the security department, controlling officer and other senior officials.

### **Job Description of office Special Guard**

<b>Position Title</b>	<b>Special Guard</b>
<b>Reports to</b>	Controlling Officer/Senior Officials of the department.
<b>Function</b>	All functions directed by the controlling officer and other senior officials of the respective department relating to security matters of the installations.
<b>Reporting official</b>	Nil
<b>Location</b>	Respective office/KPI's

#### **Line of Reporting**



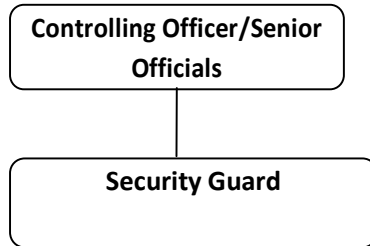
#### **Key Duties & Responsibilities:**

01. Ensure that all the security measures of the office, KPI's and other installations are working.
02. Maintain the register of visitors (Incoming & Outgoing) properly and take extra care at night.
03. Control Lock Key, Incoming & out going material control. Protection of the documents and information and Keep confidentiality about the security system of the company.
04. Use under vehicle search mirror (if any) for Incoming & Out going vehicle.
05. Properly conducting the shifting duty as per service rules and wearing professional uniform in the office time.
06. Any other duties as directed by the security department, controlling officer and other senior officials.

### **Job Description of office Security Guard**

<b>Position Title</b>	<b>Security Guard</b>
<b>Reports to</b>	Controlling Officer/Senior Officials of the department.
<b>Function</b>	All functions directed by the controlling officer and other senior officials of the respective department relating to security matters of the installations.
<b>Reporting official</b>	Nil
<b>Location</b>	Respective office/KPI's

### **Line of Reporting**



### **Key Duties & Responsibilities:**

01. Ensure that all the security measures of the office, KPI's and other installations are working.
02. Maintain the register of visitors (Incoming & Outgoing) properly and take extra care at night.
03. Control Lock Key, Incoming & out going material control. Protection of the documents and information and Keep confidentiality about the security system of the company.
04. Use under vehicle search mirror (if any) for Incoming & Out going vehicle.
05. Properly conducting the shifting duty as per service rules and wearing professional uniform in the office time.
06. Any other duties as directed by the security department, controlling officer and other senior officials.