

Sr. #	Position	Required Qualification & Experience																																																				
1.	Finance Officer	Qualification: Must have at least fourteen (14) year of Education in accounts / finance / commerce or equivalent from any HEC recognized local or foreign Institution. Experience: Must have at least four (04) years similar working experience.																																																				
2.	Finance Assistant	Qualification: Must have at least fourteen (14) years of education in accounts / finance / commerce or equivalent from HEC recognized local or foreign Institution. Experience: Must have at least two (02) years similar working experience.																																																				
3.	Procurement Officer	Qualification: Must have at least fourteen (14) year of Education in accounts / finance / commerce or equivalent from any HEC recognized local or foreign Institution. Experience: Must have at least four (04) years' experience in relevant field.																																																				
4.	Procurement Assistant	Qualification: Must have at least fourteen (14) year of Education in accounts / finance / commerce or equivalent from any HEC recognized local or foreign Institution. Experience: Must have at least two (02) years relevant working experience.																																																				
5.	Admin Officer	Qualification: Must have at least fourteen (14) year of education in any discipline from any HEC recognized local or foreign Institution. Experience: Must have at least four (04) years similar working experience.																																																				
6.	Admin Assistant	Qualification: Must have at least fourteen (14) year of Education in any discipline from any HEC recognized local or foreign Institution. Experience: Must have at least two (02) years similar working experience.																																																				
7.	Coordination Officer	Qualification: Must have at least fourteen (14) year of education in any discipline from any HEC recognized local or foreign Institution. Experience: Must have at least four (04) years' similar working experience.																																																				
8.	MIS Officer	Qualification: Must have at least fourteen (14) year of education in computer sciences / information technology or equivalent from any HEC recognized local or foreign Institution. Experience: Must have at least four (04) years' similar working experience.																																																				
9.	Data Entry Operator	Qualification: Must have at least fourteen (14) year of Education in any discipline from any HEC recognized local or foreign Institution. Experience: Must have at least two (02) years similar working experience.																																																				
10.	Livelihood Officer	Qualification: Must have at least fourteen (14) year of education in any discipline from any HEC recognized local or foreign Institution. Experience: Must have at least four (04) years' similar working experience.																																																				
11.	M & E Officer	Qualification: Must have at least fourteen (14) year of education in any discipline from any HEC recognized local or foreign Institution. Experience: Must have at least four (04) years' similar working experience.																																																				
12.	Livestock Officer	Qualification: Must have at least fourteen (14) year of education in medical sciences i.e. zoology / Veterinary Sciences or Animal Husbandry or equivalent from any HEC recognized local or foreign Institution. Experience: Must have at least four (04) years' relevant working experience.																																																				
13.	Agriculture Officer	Qualification: Must have at least fourteen (14) year of education in medical sciences i.e. agriculture, horticulture, agribusiness, agricultural economics, nutrition or equivalent from any HEC recognized local or foreign Institution. Experience: Must have at least four (04) years' relevant working experience.																																																				
14.	Water Shed/forest Officer	Qualification: Must have at least fourteen (14) year of education in medical sciences i.e. Forestry, watershed sciences, agriculture, horticulture, agribusiness, agricultural economics, nutrition or equivalent from any HEC recognized local or foreign Institution. Experience: Must have at least four (04) years' relevant working experience.																																																				
15.	Environment Officer	Qualification: Must have at least fourteen (14) year of education in medical sciences i.e. environment sciences or equivalent from any HEC recognized local or foreign Institution. Experience: Must have at least four (04) years' relevant working experience.																																																				
16.	Office Assistant	Qualification: Must have at least fourteen (14) year of education in any discipline from any HEC recognized local or foreign Institution. Experience: Must have at least two (02) years similar working experience.																																																				
17.	Receptionist	Qualification: At least 14 years of education in any discipline from any HEC recognized local or foreign Institution. Experience: Good communication skills. Must have at least two (02) years, similar working experience.																																																				
18.	District Officers	<table><tr><th>S.No</th><th>Name of Districts</th><th>S.No</th><th>Name of Districts</th></tr><tr><td>1</td><td>Quetta</td><td>2</td><td>Kharan</td></tr><tr><td>3</td><td>Washuk</td><td>4</td><td>Kalat</td></tr><tr><td>5</td><td>Khuzdar</td><td>6</td><td>Surab</td></tr><tr><td>7</td><td>Jhal Magsi</td><td>8</td><td>Musakhel</td></tr><tr><td>9</td><td>Kachi</td><td>10</td><td>Jaffarabad</td></tr><tr><td>11</td><td>Naseerabad</td><td>12</td><td>Dera Bugti</td></tr><tr><td>13</td><td>Awaran</td><td>14</td><td>Barkhan</td></tr><tr><td>15</td><td>Loralai</td><td>16</td><td>Duki</td></tr><tr><td>17</td><td>Sibi</td><td>18</td><td>Ziarat</td></tr><tr><td>19</td><td>Panjgur</td><td>20</td><td>Harnai</td></tr><tr><td>21</td><td>Dera Murad Jamali</td><td>22</td><td>Sohbatpur</td></tr><tr><td>23</td><td>Kohlu</td><td></td><td></td></tr></table> Qualification: At least 14 years of education in any discipline from any HEC recognized local or foreign Institution. Experience: Good communication skills. Must have at least four (04) years, relevant working experience.	S.No	Name of Districts	S.No	Name of Districts	1	Quetta	2	Kharan	3	Washuk	4	Kalat	5	Khuzdar	6	Surab	7	Jhal Magsi	8	Musakhel	9	Kachi	10	Jaffarabad	11	Naseerabad	12	Dera Bugti	13	Awaran	14	Barkhan	15	Loralai	16	Duki	17	Sibi	18	Ziarat	19	Panjgur	20	Harnai	21	Dera Murad Jamali	22	Sohbatpur	23	Kohlu		
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21	Dera Murad Jamali	22	Sohbatpur																																																			
23	Kohlu																																																					
19.	Driver	Qualification: Must be middle pass and possession of valid LTV driving license. Must be able to maintain log book. Eyesight must be good (6/6). Experience: Must have at least five (05) years of similar working experience.																																																				
20.	Gardner	Must have at least five (05) years of similar working experience.																																																				
21.	Sweeper	Must be literate and experienced and from scheduled caste.																																																				

INSTRUCTIONS: The appointments are purely on contractual basis and can be terminated at any time with one months' notice. Applicants must possess domicile & PRC of Baluchistan. Interested applicants may apply by sending hard copies of applications along with updated CVs with recent photograph and copies of educational certificates, experience certificates and CNIC to P.O. Box # 19 in sealed envelopes within 15 days of this Advertisement i.e. April 8th 2024. Applications received after above mentioned date shall not be considered. Position applying for must be written on top of sealed envelope. Separate application is necessary for each position. Females are strongly encouraged to apply. Only shortlisted candidates shall be invited for the test/interview and no TA/DA will be admissible. Candidates must bring original CNIC at the time of test/interview.

Mis In Public Sector

Jay D. White



Mis In Public Sector:

MIS in Public Sector M. L. Singla,1992 **Knowledge Management in the Public Sector** David E McNabb,2015-01-28 This comprehensive text introduces public management students and government and nonprofit administrators to the principles and practices of Knowledge Management The first book to focus exclusively on knowledge management techniques in government agencies it covers such important concepts as collecting categorizing processing distributing and archiving critical organization data and information and then converting and disseminating these resources to all who need to share in the organizational knowledge Written in an easy to read non technical style the book includes a thorough review of the current literature in the field as well as a comprehensive presentation of Knowledge Management techniques Extensive illustrations models checklists and instructions lead readers through the steps involved in instituting KM programs in government and non profit agencies **Managing Information in the Public Sector** Jay D White,2015-02-12 This first of its kind survey covers both the basics of information technology and the managerial and political issues surrounding the use of these technologies Unlike other works on information systems this book is written specifically for the public sector and addresses unique public sector issues and concerns The technical basics are explained in clear English with as little technical jargon as possible so that readers can move on to informed analysis of the public policy issues surrounding government s use of MIS This practical tool includes end of chapter summaries with bridges to upcoming chapters numerous boxed exhibits thorough end of chapter notes and a bibliography for further reading

Management Information System Dr. Monica P. Goud,Dr. Alkawati Magadam,Dr. Ashwin Tomar,Dr. Rachana Chavan,2024-12-25 Management Information System that explores the role of information systems in modern business environments It key concepts such as data management decision support systems enterprise resource planning and cybersecurity The highlights how organizations leverage technology to enhance efficiency streamline operations and gain a competitive advantage Covering both theoretical foundations and practical applications it provides insights into system development emerging trends like AI and big data and the strategic importance of information systems in decision making Ideal for students professionals and business leaders this book serves as a valuable resource in understanding MIS

Encyclopedia of Public Administration and Public Policy David Andrew Schultz,James A Beverly,Professor and Senior Fellow David Schultz,2014-05-14 An alphabetical listing of administrative agencies and departments with details about the office and its role in government as well as terms and definitions Information Technology and Computer Applications in Public Administration G. David Garson,1999-01-01 Information Technology and Computer Applications in Public Administration Issues and Trends constitutes a survey of many of the most important dimensions of managing information technology in the public sector In Part I chapters address general policy and administrative issues The chapters of Part II represent applied information technology skills needed by public managers Provided by publisher **Managing**

Information in the Public Sector Jay D. White, 2007 This first of its kind survey covers both the basics of information technology and the managerial and political issues surrounding the use of these technologies Unlike other works on information systems this book is written specifically for the public sector and addresses unique public sector issues and concerns The technical basics are explained in clear English with as little technical jargon as possible so that readers can move on to informed analysis of the public policy issues surrounding government's use of MIS This practical tool includes end of chapter summaries with bridges to upcoming chapters numerous boxed exhibits thorough end of chapter notes and a bibliography for further reading

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Capital Management and Budgeting in the Public Sector Srithongrung, Arwiphawee, Ermasova, Natalia B., Yusuf, Juita-Elena (Wie), 2019-01-11 To create an enhanced quality of life attract business relocation and enhance equity in access to public infrastructure governmental bodies must take certain precautions with their money Budgeting at such a high level requires careful evaluation and research that addresses every aspect of financial management Capital Management and Budgeting in the Public Sector provides emerging research exploring the theoretical and practical aspects of long term capital planning annual capital budgeting capital budget execution and public spending evaluation Featuring coverage on a broad range of topics such as fiscal federalism political regime and project execution management this book is ideally designed for managers accountants professionals practitioners and researchers working in the areas of public finance and or international development

Management Information System Singh & Bhattacharya, 1995 The main focus of the present collection of papers comments articles and extracts is on the prime requisites of effective management information system for the modern growth oriented and result oriented corporate organisation Such a system will enhance the scope and quality of the organisation's information collection and use A large component of management literature is devoted to the analysis of system that are more technical oriented than human oriented in terms of cost saving and as merely support services It needs to be recognised that the true management information system is one which focuses on effective support for managerial design making The material contained in this volume represents concepts ideas experiences and applications which together cover the dynamics of the modern management information system both as it is and as it should or needs to be In their totality the papers extend beyond mere

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Examines the most important dimensions of managing IT in the public sector and explores the impact of IT on governmental accountability and distribution of power the implications of privatization as an IT business model and the global governance of IT *A Management Information System for Public Libraries* Margaret Redfern, 1988 **Management Information**

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Digital Innovation Santos Ferreira, Augusta da Conceição, Lourenço dos Santos, Carlos Alberto, 2025-05-30 Digital innovation reshapes the way governments operate offering powerful tools to enhance transparency efficiency and citizen engagement in the public sector By leveraging technologies like data analytics cloud computing AI and blockchain public institutions can streamline service delivery reduce inefficiencies and strengthen accountability These digital advancements improve access to public services while enabling real time monitoring open data initiatives and participatory governance models that empower citizens and build trust As governments face increasing pressure digital innovation presents a transformative opportunity to

reimagine public administration for a more inclusive responsive and accountable future Enhancing Public Sector Accountability and Services Through Digital Innovation explores the use of technologies and information systems which promote the modernization of the public sector entities It examines the assessment of their social economic and financial impact and the improvement of accountability sustainability and operational performance This book covers topics such as citizen engagement policymaking and service delivery and is a useful resource for policymakers business owners government officials academicians researchers and data scientists

Handbook of Public Administration W. Bartley Hildreth, Gerald Miller, Jack Rabin, Gerald J. Miller, 2018-01-19 Since the publication of the previous edition the best selling Handbook of Public Administration enters its third edition with substantially revised updated and expanded coverage of public administration history theory and practice Edited by preeminent authorities in the field this work is unparalleled in its thorough coverage and comprehensive references This handbook examines the major areas in public administration including public budgeting and financial management human resource management decision making public law and regulation and political economy Providing a strong platform for further research and advancement in the field this book is a necessity for anyone involved in public administration policy and management This edition includes entirely new chapters on information technology and conduct of inquiry In each area of public administration there are two bibliographic treatises written from different perspectives The first examines the developments in the field The second analyzes theories concepts or ideas in the field s literature

Integrating E-Business Models for Government Solutions: Citizen-Centric Service Oriented Methodologies and Processes Chhabra, Susheel, Kumar, Muneesh, 2009-02-28 The objective of this book is to examine issues and promote research initiatives in the area of effectiveness in e government by suggesting integrated e business models for government solutions through citizen centric service oriented methodologies and processes Provided by publisher

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