

## NATIONAL ASSEMBLY SECRETARIAT

**Designation:** Secretary

**BS:** 22

**Report to:** Speaker

### JOB DESCRIPTION:

1. Supervise arrangements in connection with the session of the National Assembly and Joint Session of the Parliament/Conference held by the National Assembly;
  2. Responsibility for ensuring that proper work for cases submitted for the Speaker's consideration/attention is complete in all respects;
  3. Being Principal Accounting Officer, to judiciously delegate powers to lower echelons for smooth functioning of respective wings/branches;
  4. Ensure adherence to the Rules of Procedure and Conduct of Business and financial discipline;
  5. As Ex-Officio Secretary of all Standing Committees and Parliamentary Committees, conduct or delegate power to Additional Secretary/Joint Secretaries/Deputy Secretaries or any other officer to function as Secretary Committees;
  6. Ensure that all wings functioning in the Secretariat are adequately staffed;
  7. Plan and implement effective resource utilization of both human resources and facilities;
  8. As head of all administrative, legislative and financial matters in the Secretariat facilitate smooth coordination among the functions and ensure coordination with the other organizations of the country; and
  9. To facilitate the Leader of the Opposition, Chairman of the Standing Committees, Chairman PAC, Chairman Kashmir Committee, of the Members of National Assembly in pursuance of instructions\* issued under Members of Parliament (Salaries & allowances) Act 1974 (amended from time to time).
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## NATIONAL ASSEMBLY SECRETARIAT

**Designation:** Additional Secretary

**BS:** 21

**Report to:** Secretary, National Assembly Secretariat

### JOB DESCRIPTION:

1. Oversee implementation of all policies and procedures and ensure consistency in services delivered by Administration Wing through all its Branches;
  2. Ensure effective utilization of human resources through objective performance evaluation and training, enabling them to discharge their responsibilities efficiently and effectively.
  3. Oversee the working of all matters relating to administration of the National Assembly Secretariat including, allotment / hiring of official residential accommodation to Members and Staff, respectively, security arrangements, holding of meetings of Finance Committee / House and Library Committee, all matters relating to the secretariat staff of National Assembly and all financial matters.
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**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:**           **Joint Secretary**

**BS:**                       **20**

**Report to:**             **Additional Secretary**

**JOB DESCRIPTION:**

1.    Oversee implementation of all matters, policies and procedures and ensure consistency in services delivered by Administration Wing through all its Branches.
  2.    Maintain effective coordination within the Secretariat and other relevant Departments outside the Secretariat.
  3.    Ensure effective utilization of human resources through objective performance evaluation and training, enabling them to discharge their responsibilities efficiently and effectively.
  4.    Any other duty assigned by the Superior (s).
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## NATIONAL ASSEMBLY SECRETARIAT

**Designation:** Deputy Secretary

**BS:** 19

**Report to:** Joint Secretary

### JOB DESCRIPTION:

1. Supervise all matters relating to administration of the National Assembly Secretariat including general administration, transport, MNA Service Center, R&I and infant Feeding Room.
  2. Provision of service to the staff and MNAs, fuel and maintenance of fleet.
  3. Arrangement of offices for Secretarial staff, Chairmen and Ministers and maintenance thereof in co-ordination with CDA/PWD.
  4. Procurement, supply, repair and maintenance of machinery, equipments, furniture and fixture for official use.
  5. Purchase and supply of stationary and allied items.
  6. Co-ordinate with concerned departments for ensuring arrangements regarding sessions of the National Assembly, both Houses Assembled Together and Joint Sitting.
  7. Coordination with CDA for repair and maintenance / provision of furniture, fixture, machinery and all other requirements at Speaker's House, Parliament House and its all precincts.
  8. Official residential telephone and internet facility to the entitled officers, payment of bills and coordination with concerned service providers in this regard.
  9. Any other duty assigned by the Superior (s).
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## NATIONAL ASSEMBLY SECRETARIAT

**Designation:** Section Officer  
**BS:** 17/18  
**Report to:** Deputy Secretary

### JOB DESCRIPTION:

1. General administration duties including maintenance of furniture, carpets, air-condition and supply of uninterrupted electricity etc.
2. Liaison with CDA representative(s) in the CDA office and their staff based in the Secretariat to report maintenance problems and seek prompt redressal of complaints.
3. Arrangement of training of Secretariat staff, in fire-fighting through CDA, and maintain up-to-date record of all training and drills on this subject.
4. Matters relating to protocol / camp offices at Lahore and Karachi.
5. Arrangement of offices for secretariat staff, Chairmen and Ministers and maintenance thereof with co-ordination of CDA/PWD.
6. Procurement, supply, repair and maintenance of machinery, equipments, furniture and fixture for official use.
7. Purchase and supply of stationary and allied items.
8. Co-ordinate with concerned departments for ensuring arrangements regard sessions of the National Assembly, both Houses Assembled Together and Joint Sitting.
9. Coordination with CDA for repair and maintenance / provision of furniture, fixture, machinery and all other requirements at Speaker's House, Parliament House and its precincts.
10. Official, residential telephone / internet facility to the entitled officers, payment of bills and coordination with concerned service providers in this regard.
11. Preparation of budgetary proposals for all functions assigned to and performed by the Administration Branch.
12. Any other duty assigned by the Superior (s).

**NATIONAL ASSEMBLY SECRETARIAT**

**Designation: Superintendent**

**BS: 16/17**

**Report to: Section officer**

**JOB DESCRIPTION:**

1. Give directions to Assistant(s) for processing the case received in Branch/Section at the initial stage and put up for consideration of seniors along-with relevant documents/rules etc. and proposal for future course of action;
  2. Overall supervise the official work in the Branch as well make proper arrangement for its equal distribution amongst the Staff under his supervision.
  3. Responsible to maintain the discipline of the branch.
  4. Make correction, if any, occurred at the draft level write preparing official assignments before putting the case to high officers.
  5. Supervise official work while preparing/compiling reports, statements, minutes, working papers and information as instructed from time to time, as well as attending committee meeting/conference/workshop/seminar etc.
  6. Having overall responsibility regarding track of movement of official cases/ work both inwards and outwards in the Branch.
  7. Responsible to maintain office files, registers and stationery materials related accessories officially use in the branch/section by the Assistant concerned.
  8. Recording, indexing and weeding of files in his supervision by the Assistant.
  9. For maintaining discipline he can take disciplinary action against the defaulter staff in the branch.
  10. Responsible to forward ACR/PER related to staff of the branch.
  11. Perform any other duty as assigned by superior(s) his officer
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**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:** Assistant / Litigation Assistant  
**BS:** 15  
**Report to:** Superintendent

**JOB DESCRIPTION:**

1. Process cases received in branch/section at the initial stage and put up for consideration of seniors along-with relevant documents/rules etc. and proposal for future course of action;
  2. Prepare/compile reports, statements, minutes, working papers and information as instructed from time to time;
  3. Keep track of movement of cases both inwards and outwards;
  4. Requisition and procure office supplies i.e. stationery etc. for the branch/section;
  5. Recording, indexing and weeding of files;
  6. Maintain/update office files, research, registers and stationery materials; and
  7. Perform any other duty as assigned by superior(s).
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**Designation:** Upper Division Clerk  
**BS:** 11  
**Report to:** Superintendent

**JOB DESCRIPTION:**

1. Arrangement and maintenance of office record in an orderly manner;
  2. Management and upkeep of files and other documents, ensuring easy retrieval;
  3. Placing letters, documents, etc. in designated files;
  4. Keeping regular check of movement of files from one office to another by maintaining movement register;
  5. Process and put up the cases of routine and periodical nature; and
  6. Any other responsibility assigned by superior(s).
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**NATIONAL ASSEMBLY SECRETARIAT**

**Designation: Lower Division Clerk**

**BS: 07**

**Report to: Superintendent**

**JOB DESCRIPTION:**

1. Recording in-coming and out-going letters/communications in the prescribed registers;
  2. Dispatch and receive internal mail/files etc;
  3. Typing work as assigned by the controlling officer/dealing assistant; and
  4. Any other responsibility assigned by the superior(s).
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## NATIONAL ASSEMBLY SECRETARIAT

**Designation:** Director Audio Transmission  
**BS:** 19  
**Report to:** Joint Secretary (Admn)

### JOB DESCRIPTION:

- (1) Operation and maintenance of SIS/AVC Microphone System installed in the main Hall;
  - (2) Co-ordination with superiors and CDA in procurement of SIS-Equipment, repair and replacement of faulty items and spares;
  - (3) Liaison with senior officers during the Session;
  - (4) To look-after the administrative and technical matters of the SIS and Telecasting branch;
  - (5) Assigning the tasks/duties to the staff to conduct the Committee meetings and the Session;
  - (6) To assist in international conferences outside the Secretariat;
  - (7) To assist in technical matters of the Secretariat, if any; and
  - (8) Overall responsible for smooth running and maintenance of the sound system in the National Assembly Hall and in Committee Rooms.
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## NATIONAL ASSEMBLY SECRETARIAT

**Designation:** Deputy Director (Audio Transmission)

**BS:** 18

**Report to:** Director (Audio Transmission)

### JOB DESCRIPTION:

- (1) Operation and maintenance of Microphone/Voting and SIS System installed in the main Hall;
  - (2) Operation and maintenance of Recording Systems installed in the main Hall;
  - (3) Look-after the duties of Director Audio Transmission in his absence;
  - (4) Repairing the faulty gadgets of National Assembly Hall system;
  - (5) Preparing the archives of the proceedings of National Assembly and Standing Committees meetings;
  - (6) To liaison with the concerned branches during the proceeding of the Sessions; and
  - (7) To manage and record the proceedings.
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**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:** Assistant Director (Audio Transmission)

**BS:** 17

**Report to:** Director (Audio Transmission)

**JOB DESCRIPTION:**

- (1) Over all responsibility of proper working of Speaker's Lounge and Committee Rooms SIS system;
  - (2) Maintenance of the Microphones, SIS systems and Recording Systems installed in the Committee Rooms;
  - (3) Look-after the duties of the Senior Engineer during his absence;
  - (4) To run the Committee meetings during the shortage of staff.
  - (5) Responsible for smooth running of the 3-Committee rooms and speaker lounge.
  - (6) Availability in National Assembly Hall during testing of the SIS-System.
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**Designation:** Sub-Engineer

**BS:** 16

**Report to:** Director (Audio Transmission)

**JOB DESCRIPTION:**

- (1) Operation of the Microphone and SIS-Systems installed in the Committee Room Systems.
  - (2) Recording the Proceedings of the Meetings held in the Committee Rooms
  - (3) To inform and Assist the Junior Engineer/Senior Engineer during the Maintenance of the Systems.
  - (4) Look after the duties of the Junior Engineer during his absence.
  - (5) Availability in National Assembly Hall during testing of the SIS-System.
  - (6) To manage the Azan voice inside the National Assembly Hall with the help of Maintenance Supervisors during the Session.
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**Designation:** Audio Technician  
**BS:** 12  
**Report to:** Director (Audio Transmission)

**JOB DESCRIPTION:**

- (1) To assist the Sub-Engineers in Operation of the Microphone and SIS-Systems installed in the Committee Room.
  - (2) To assist the Sub-Engineer in Recording the Proceedings of the Meetings held in the Committee Rooms.
  - (3) To Assist the Senior Engineer during the Maintenance of the National Assembly Hall Systems.
  - (4) To Assist the Junior-Engineer in the Maintenance of the Committee Room Systems.
  - (5) Availability in National Assembly Hall during testing of the SIS-System.
  - (6) To attend the Complaints of office loud speakers.
  - (7) To manage the Azan voice inside the National Assembly during the Session.
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**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:**           **Store-man Technical**

**BS:**                       **12**

**Report to:**           **Engineer Incharge**

**JOB DESCRIPTION:**

- (1) To maintain the record of the Technical Store.
  - (2) To maintain the Inventory of SIS Systems.
  - (3) To Provide the Spare Parts on the demand of SIS-Staff at the working site during the emergency.
  - (4) To maintain the Record of the Archives (CDs) of the Proceedings of the Assembly Sessions and Standing Committee Meetings.
  - (5) Availability in National Assembly Hall during testing of the SIS-System.
  - (6) To run the Committee Room Meetings.
  - (7) To provide technical Assistance to the seniors wherever required.
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## NATIONAL ASSEMBLY SECRETARIAT

**Designation:** Director General (IT)  
**BS:** 20  
**Report to:** Additional Secretary (Admn.)

### JOB DESCRIPTION:

1. Plan computerization activities and implement I.T. solutions;
  2. Supervise, monitor and guide officers and staff of Automation Center to optimize productivity and quality of service;
  3. Coordinate with concerned I.T. agencies, service providers etc;
  4. Select and evaluate the software and hardware systems;
  5. Advise Secretariat on I.T. requirements;
  6. Ensure the timely availability of Data/Information to the Members and public through website, SMS, in house TV channels, IDS etc;
  7. Coordinate with other parliamentary institutions for preparation and implementation of standard I.T. procedures; and
  8. Formulate policies regarding IT solutions, paperless regime and electronic based official procedures;
  9. Prepare budgeting proposals for Automation centre;
  10. Perform any other duty assign by the competent authority.
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## NATIONAL ASSEMBLY SECRETARIAT

**Designation:** Director (IT)  
**BS:** 19  
**Report to:** Director General (IT)

### JOB DESCRIPTION:

1. Facilitate the functioning of the Secretariat to increase its productivity in managing the I.T. related process;
  2. Implement and update different application software programs and ensure smooth running of the hardware and software support teams;
  3. Organize, plan and control all I.T. activities;
  4. Manage and control a secure monitor network activity;
  5. Supervise the support team efficiently;
  6. Managing up-gradation and implementation of hardware and software; and
  7. Safety / Security of data and retrieval of lost file.
  8. Any other duties assigned by the Supervisors.
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**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:** Deputy Director (IT)-I

**BS:** 18

**Report to:** Director (IT)

**JOB DESCRIPTION:**

1. Ensure smooth running of the hardware and software in the Secretariat;
  2. Maintain Network equipment and its availability to the users;
  3. Maintain the Servers in proper working condition;
  4. Active Directory Management;
  5. Ensure availability of Internet through LAN and Wi-Fi at designated locations;
  6. Configure and manage network including routers, switches and firewalls;
  7. Implement all plans and control all I.T. activities;
  8. Manage and control a secure monitor network activity;
  9. Ensure that networking requirements of the Secretariat are being met properly;
  
  10. Supervise the support team efficiently for Installation and updation of anti-virus on all personal computers / laptops;
  11. Implement policies to provide the access and facility of different software from different server to the users on network;
  12. Responsible for managing up-gradation and modification of computer hardware/software;
  13. Lay down specification for procurement of new network and computer equipment;
  14. Backup of server's data and its restoration; and
  15. Safety and security of official data and retrieval thereof.
  16. Perform any other duty assigned by superiors.
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## NATIONAL ASSEMBLY SECRETARIAT

**Designation:** Deputy Director (IT)-II

**BS:** 18

**Report to:** Director (IT)

### JOB DESCRIPTION:

1. Analyze the requirement of the software for the Secretariat;
  2. Evaluate procedures and problems in the Secretariat for development of the software;
  3. Identify user requirements by analyzing the current procedures and proposed solution accordingly;
  4. Assign work to programmers for development of in house software;
  5. Provide instructions and training to users and other employees on the use of software develop;
  6. Design computer information systems, modify systems and expand systems where required;
  7. Testing of various software using automated tools to evaluate in the light of user requirements;
  8. Evaluate new and emerging security techniques and implement in the designing of new software;
  9. Coordinate with different organization for development of Software; and
  10. Perform other job related duties as assigned by superiors.
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## NATIONAL ASSEMBLY SECRETARIAT

**Designation:** Assistant Director (IT)-I

**BS:** 17

**Report to:** Deputy Director

### JOB DESCRIPTION:

1. Designing and development of new software / website and up-dation thereof according to the Secretariat requirements;
2. Maintain backup of all data and applications software;
3. Prepare monthly salary and TA, DA and other IT Support to honorable MNAs;
4. Provide support and related training and guidance to users on developed software;
5. Solve user's problems in the use of developed software;
6. Coordinate with concerned organizations/departments regarding web hosting issues; and
7. Perform other job related duties as assigned by superiors.
8. Manage end-user access to shared systems via domain;
9. Deploy and manage database servers;
10. Perform the daily, weekly and monthly backup of data and databases used in coordination with Deputy Director (LAN);
11. Define system and operational policies and procedures;
12. Issuance of E-mail accounts to the Members and Secretariat staff;
13. Administrate email accounts;
14. Administrate SPAM filtering solution;
15. Coordinate with the vendors proper delivery of SMS and E-mail service;
16. Maintain SMS service;
17. Sending SMS to the Members about Assembly session and Committee meetings;

18. Monitor performance of electronic mail network system;
  19. Develop standards for e-mail use protocol. Develops guidelines for protection of e-mail privacy;
  20. Responsible for handling official business of Automation Centre; and
  21. Perform other job related duties as assigned by superiors.
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**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:** Assistant Director (IT)-II

**BS:** 17

**Report to:** Deputy Director (IT)

**JOB DESCRIPTION:**

1. Supervise the data entry and maintenance in different software;
  2. Organize computer trainings and study new areas to be computerized;
  3. Organize and supervise the work of DPS/DPA;
  4. Ensure data accuracy in software modules and website of National Assembly;
  5. Maintenance of computer hardware and files;
  6. Maintain Budget Control Register (BCR);
  7. Maintain the inventory of computer equipment;
  8. Assist the team members for understanding the business of the Secretariat; and
  9. Perform other job related duties as assigned by superiors.
  10. To assist the Deputy Director (LAN);
  11. Coordinate with Network and stand alone users and rectify their complaints regarding Hardware and Software;
  12. Maintenance of local area network (LAN);
  13. Configure and manage network backup systems, Internet access;
  14. Maintain the Information Display System (IDS) installed at different locations in the building;
  15. Installation of new software, up-gradation and its troubleshooting;
  16. Manage the issuance of re-furbished toners; and
  17. Perform other job related duties as assigned by superiors.
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**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:**           **Data Processing Officer**  
**BS:**                       **16**  
**Report to:**           **Assistant Director (IT)**

**JOB DESCRIPTION:**

1. Installation, management, troubleshooting and operation of servers 24/7;
2. Timely update data on National Assembly website;
3. Designing of official cards of staff and MNAs/ex-MNAs;
4. Support provided in Committee Rooms for Multimedia Presentations during Committee meetings;
5. Troubleshooting and maintenance of personal computers;
6. Uploading of press releases, orders of the day, Committee notices, photographs or other house business of the National Assembly web site;
7. SMS to MNAs (summoning and prorogation of Sessions, Committee meeting notices, any other assignment by seniors);
8. E-mails legislative business to MNAs; and
9. Perform other job related duties as assigned by superiors.

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**Designation:**           **Data Processing Assistant**  
**BS:**                       **15**  
**Report to:**           **Assistant Director (IT)**

**JOB DESCRIPTION:**

1. Carrying-out all typing/composing/scanning work using MS office;
  2. Designing of logos, cards etc in coreldraw and photoshop;
  3. Entry of data into the software modules;
  4. Software maintenance of the operating system;
  5. Installing of Operating System and other software in computers;
  6. Maintenance and retrieval of soft copies of documents;
  7. Maintain of files, records of all other documents as well as proceedings thereof;
  8. Perform other job related duties as assigned by superiors.
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**Designation:** Data Entry Operator  
**BS:** 15  
**Report to:** Assistant Director (IT)

**JOB DESCRIPTION:**

1. Carrying-out all typing/composing/scanning work using MS office;
2. Designing of logos, cards etc in coreldraw and photoshop;
3. Entry of data into the software modules;
4. Software maintenance of the operating system;
5. Installing of Operating System and other software in computers;
6. Maintenance and retrieval of soft copies of documents;
7. Maintain of files, records of all other documents as well as proceedings thereof;
8. Perform other job related duties as assigned by superiors.

## NATIONAL ASSEMBLY SECRETARIAT

**Designation:** Director General (IR)  
**BS:** 20  
**Report to:** Additional Secretary (Admin)

### JOB DESCRIPTION:

1. Provide overall direction to enhance bilateral and multilateral Parliamentary Relations established with other Parliamentarians at Regional and International levels; Pakistan being a member of Inter Parliamentary Union (IPU) Commonwealth Parliamentary Association (CPA) and SAARC Speakers Conference, etc. Also ensure securing and restoring membership and continual liaison with these bodies;
  2. Oversee arrangements regarding call of different dignitaries on the Speaker. Liaise with Foreign Office for briefing about visitors;
  3. Oversee arrangements for Pakistan's Parliamentary delegations for overseas visits, maintaining effective liaison with counterparts in host countries;
  4. Ensure proper arrangements are made for incoming foreign delegations, including protocol arrangements, appointments, visits etc;
  5. Ensure all logistical arrangements are made timely relating to local, international and regional parliamentary conferences/seminars;
  6. Direct the process of issue of invitations on the occasion of address of the President of Pakistan to Joint Sitting of the Parliament. Liaise with concerned departments/agencies for identity of invitees;
  7. Contribute to form friendship groups with other parliaments of the world; and
  8. Plan and supervise arrangements for lunch/dinner, etc. by the Speaker/Deputy Speaker for delegations;
  9. Any other duties assigned by the Superior (s).
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## NATIONAL ASSEMBLY SECRETARIAT

**Designation:** Director (IR)  
**BS:** 19  
**Report to:** Director General (IR)/ Secretary (IR)

### JOB DESCRIPTION:

1. Correspondence with International & Regional Organizations;
  2. Focal Point for the major Parliamentary & Political Forums abroad;
  3. Advisory and political support to the delegations both domestic and foreign;
  4. Analyzing subjects/agenda and presenting policy proposals and comments;
  5. Supervising the overall work of IR & IPR branches;
  6. Organizing calls and attending upon during the process;
  7. Coordination with the Ministries & Divisions;
  8. Reporting meetings and recording minutes;
  9. Looking into the assignments given to the Junior Staff;
  10. Dealing with the day-to-day work relating to IPU, CPA, PUIC etc on division of work basis;
  11. Coordination with Ministries/Divisions with regard to obtaining briefing material for abroad visits; and
  12. Assisting delegations visiting abroad through coordination with our Missions there under supervision of the senior officers and drafting sanctions;
  13. Any other duties assigned by the Superior (s).
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## NATIONAL ASSEMBLY SECRETARIAT

**Designation:** Deputy Director (IR)  
**BS:** 18  
**Report to:** Director (IR)

### JOB DESCRIPTION:

1. Handling issues relating to the following organizations:-
    - (i) Asian Parliamentary Assembly (APA);
    - (ii) Asian Forum for Parliamentarians on Population and Development (AFPPD);
    - (iii) Asia Pacific Parliamentarians Conference on Environment and Development (APPCED); and
    - (iv) Parliamentarians for Global Action (PGA).
  2. Handling Incoming/outgoing visits:
    - (i) Coordination at National/International level for
      - Coordination with Protocol wing for arrangement of visa and travel plan;
      - Coordination with mission abroad to assure smooth travel as well as stay.

**Departmental briefing:**

      - Correspond with all the concerning departments to get the authentic research material.

**External briefing:**

      - To arrange a concerned officer or representation from any ministry.
    - (ii) Logistic Arrangements:
      - (a) Registration:

To make sure that the delegation is register to participate for any conference or meeting abroad. This includes coordination with the host.
      - (b) Accommodation/Transportation:

Coordinate with mission abroad to arrange member's accommodation/transportation.
  3. Expenditure:
    - Provide assistance in calculation of members entitlement according to the rules and timely availability.
  4. Other miscellaneous matters:
    - Fully involved to produce any sort of research needed for the representation of Pakistan at international forums i.e. Speeches, briefs and talking points; and
    - Perform any job assigned by the immediate officer or through the high ups hierarchy.
  5. Any other duties assigned by the Superior (s).
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**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:** Assistant Director (IR)

**BS:** 17

**Report to:** Deputy Director (IR)

**JOB DESCRIPTION:**

1. Initiating cases relating to multilateral forums;
  2. Supervising IR branch;
  3. Maintenance of files and record with the help of Branch staff;
  4. Dealing with the day-to-day work relating to Asian Parliamentary Assembly (APA), Asian Forum for Parliamentarians on Population & Development etc (AFPPD);
  5. Coordination with Ministries/Divisions with regard to obtaining briefing material for abroad visits; and
  6. Assisting delegations visiting abroad through coordination with our Missions there under supervision of the senior officers and drafting sanctions.
  
  7. Any other duties assigned by the Superior (s).
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## NATIONAL ASSEMBLY SECRETARIAT

**Designation:** Assistant Director (IPR)

**BS:** 17

**Report to:** Deputy Director (IR)

### JOB DESCRIPTION:

1. Assist Director (IR) in the work regarding bilateral/multilateral parliamentary relations;
  2. Supervise the work of IPR branch;
  3. Dealing with all matters regarding smooth arrangements of bilateral Incoming visits;
  4. Dealing with all logistic arrangements of Bilateral Outgoing visits;
  5. Make all arrangements of Calls on the Honourable Speaker, National Assembly and provide briefing material;
  6. Draft felicitations messages on occasion of National/Independence days of the various countries, elections of Speakers, New Year etc and ensure timely dispatch of letters;
  7. Deal with matters relating to National Security and Media Workshops organized by the National Defense University;
  8. Collection/maintenance of CVs of Members;
  9. Supervision of Parliamentary Friendship Groups (PFGs);
  10. Preparing briefing material for the bilateral incoming/outgoing, friendship groups visits and calls on the Honourable Speaker, National Assembly;
  11. Maintenance of the calendar of events and list of calls on the Honourable Speaker, National Assembly; and
  12. Perform other miscellaneous tasks as assigned by supervisor(s).
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## NATIONAL ASSEMBLY SECRETARIAT

**Designation:** Director General (PR)  
**BS:** 20  
**Report to:** Additional Secretary (Admn.)

### JOB DESCRIPTION:

1. To supervise/manage the matters related to the issuance of Diplomatic/Official Passports and visas including SAARC visa stickers for Honourable Speaker, his/her family members, MNAs, their family members and officers of National Assembly Secretariat visiting abroad privately and for Pakistan Parliamentary Delegations and officers/officials visiting abroad officially;
  2. To coordinate with various Foreign Diplomatic Missions in Pakistan, Pakistan Missions abroad, Ministry of Foreign Affairs and different agencies at the airports of Pakistan in connection with the different official assignments and international conferences/events;
  3. To ensure the protocol facilities at the time of calls by the Ambassadors/High Commissioners and different dignitaries on Honourable Speaker/Deputy Speaker/Leader of Opposition/Secretary National Assembly Secretariat;
  4. Selection of gift items to be presented by Honourable Speaker/Deputy Speaker to different dignitaries/Head of the delegations;
  5. To ensure all necessary protocol facilities to Honourable Speaker and his/her family members at the time of their departures/arrivals at Benazir Bhutto International Airport, Islamabad during their domestic travel;
  6. To accompany Honourable Speaker to different diplomatic and public functions in the country where he/she is invited as Chief Guest;
  7. To ensure/supervise in order to provide all necessary protocol facilities to different out-going Pakistan Parliamentary Delegations and In-coming Foreign Parliamentary Delegations;
  8. To ensure the media coverage of engagements of Honourable Speaker in the country & during his/her official visit abroad, coverage of Standing Committee meetings and any other matter related to the National Assembly; and
  9. To ensure/manage all the protocol arrangements on the occasion of Presidential address to Joint Sitting of both the Houses of Parliament and address by the Foreign Heads to the Joint Sitting of Parliament as well.
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**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:** Director (PR-I)  
**BS:** 19  
**Report to:** Director General (PR)

**JOB DESCRIPTION:**

1. To supervise proceeding of visas in favour of MNAs and their family members (visiting abroad privately) and Pakistan Parliamentary Delegations and officers/officials of National Assembly Secretariat visiting abroad officially;
  2. To supervise the arrivals and departures of foreign Parliamentary Delegations visiting Pakistan and Pakistan Parliamentary Delegations visiting abroad officially;
  3. To coordinate with different authorities in the country in connection with different Parliamentary conferences and national events taking place in Pakistan;
  4. To provide necessary protocol to Honourable Speaker when he/she is invited to different functions as Chief Guest i.e. arrive in advance at the venue to make necessary arrangements and to receive Honourable Speaker;
  5. To provide support as and when required, in connection with arrangements of lunches/dinners being hosted by Honourable Speaker/Deputy Speaker in honour of different foreign dignitaries/delegations; and
  6. To perform protocol duties on the occasion of Presidential address/Foreign Heads (Prime Minister) to Joint Sitting of both the Houses.
-

**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:** Deputy Director (PR-II)

**BS:** 18

**Report to:** Director General (PR)

**JOB DESCRIPTION:**

1. To supervise processing of official passports and SAARC visa stickers in favour of MNAs and their entitled family members. Also to supervise the issuance of passports to officers/officials of National Assembly visiting abroad officially;
  2. To supervise the arrivals and departures of Foreign Parliamentary Delegations visiting Pakistan and Pakistan Parliamentary Delegations visiting abroad officially;
  3. To coordinate with different authorities in the country in connection with different Parliamentary conferences and national events taking place in Pakistan;
  4. To provide necessary protocol to Honourable Speaker when he/she is invited to different functions as Chief Guest i.e. arrive in advance at the venue to make necessary arrangements and to receive Honourable Speaker;
  5. To provide support as and when required, in connection with arrangements of lunches/dinners being hosted by Honourable Speaker/Deputy Speaker in honour of different foreign dignitaries/delegations; and
  6. To perform protocol duties on the occasion of Presidential address/Foreign Heads (Prime Minister) to Joint Sitting of both the Houses.
-

**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:** Deputy Director (PR-III)

**BS:** 18

**Report to:** Director General (PR)

**JOB DESCRIPTION:**

1. To supervise the arrangements of lunches/dinners being hosted by Honourable Speaker/Deputy Speaker in honour of different foreign dignitaries/delegations;
  2. To supervise all the arrangements in connection with the visits of different institutions/colleges/schools to the National Assembly;
  3. To coordinate with different authorities in the country in connection with different Parliamentary conferences and national events taking place in Pakistan;
  4. To provide necessary protocol to Honourable Speaker when he/she is invited to different functions as Chief Guest i.e. arrive in advance at the venue to make necessary arrangements and to receive Honourable Speaker;
  5. To perform protocol duties on the occasion of Presidential address/Foreign Heads (Prime Minister) to Joint Sitting of both the Houses.
-

**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:**           **Assistant Director (PR-I)**

**BS:**                       **17**

**Report to:**           **Director General (PR)**

**JOB DESCRIPTION:**

1. To receive and see-off the Ambassadors/High Commissioners/Foreign Groups calling on Honourable Speaker/Deputy Speaker/Leader of Opposition;
  2. To arrange gifts for selection by the competent authority in connection with official visits abroad;
  3. To perform protocol duties at airports in the country to receive/see-off Foreign Parliamentary Delegations visiting Pakistan officially including check-in and check-out;
  4. To accompany the Foreign Parliamentary Delegations, visiting Pakistan officially, to different venues in the country;
  5. To provide necessary protocol to Honourable Speaker when he/she is invited to different functions as Chief Guest i.e. to arrive in advance at the venue to make necessary arrangements and to receive Honourable Speaker;
  6. To provide support, as and when required, in connection with arrangements of lunches/dinners being hosted by Honourable Speaker/Deputy Speaker in honourable of different foreign dignitaries/delegation;
  7. To perform protocol duties on the occasion of Presidential Address/Foreign Heads (Prime Minister) to Joint Sitting of both the Houses.
-

## NATIONAL ASSEMBLY SECRETARIAT

**Designation:** Assistant Director (PR\_II)

**BS:** 17

**Report to:** Director General (PR)

### JOB DESCRIPTION:

1. Processing of visa cases of Pakistan Parliamentary Delegations and officers of National Assembly Secretariat visiting abroad officially which includes:-
    - (i) To supervise the completion of visa forms manually/online;
    - (ii) To supervise in order to complete all formalities/documentation before submitting in the embassies/high commissions;
    - (iii) To accompany the delegates to different embassies/high commissions for biometrics in connection with their visa applications; and
    - (iv) To follow-up/pursue the visa case and collection of passports from embassies/high commissions after affixing visas.
  2. To perform protocol duties at airports in the country to receive/see-off Pakistan Parliamentary Delegations visiting abroad officially;
  3. To accompany the Foreign Parliamentary Delegations, visiting Pakistan officially, to different venues in the country;
  4. To provide support, as and when required, in connection with arrangements of lunches/dinners being hosted by Honourable Speaker/Deputy Speaker in honour of different foreign dignitaries/delegation;
  5. To perform protocol duties on the occasion of Presidential Address/Foreign Heads (Prime Minister) to Joint Sitting of both the Houses.
-

**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:** Protocol Officer (Passport & SAARC Visa Sticker)

**BS:** 16

**Report to:** Director General (PR)

**JOB DESCRIPTION:**

1. Processing of official passports and SAARC visa stickers in favour of MNAs and their entitled family members. Also to supervise the issuance of passports to officers/officials of National Assembly visiting abroad officially;
  2. To perform protocol duties at airports in the country to receive/see-off Foreign Parliamentary Delegations visiting Pakistan officially including check- in and check-out;
  3. To accompany the Foreign Parliamentary Delegations, visiting Pakistan officially, to different venues in the country;
  4. To provide support, as and when required, in connection with arrangements of lunches/dinners being hosted by Honourable Speaker/Deputy Speaker in honour of different foreign dignitaries/delegation; and
  5. To perform protocol duties on the occasion of Presidential Address/Foreign Heads (Prime Minister) to Joint Sitting of both the Houses.
-

## NATIONAL ASSEMBLY SECRETARIAT

**Designation:** Protocol Officer (Visa)

**BS:** 16

**Report to:** Director General (PR)

### JOB DESCRIPTION:

1. Processing of visa cases of MNAs and their entitled family members visiting abroad privately which includes:-
    - (i) To supervise the completion of visa forms manually/online;
    - (ii) To supervise in order to complete all formalities/documentation before submitting in the Embassies/High Commissions;
    - (iii) To accompany honourable MNAs, Federal Ministers, Ministers of State and their family members to different Embassies/High Commissions for biometrics in connection with their visa applications; and
    - (iv) To follow-up/pursue the visa case and collection of passports from Embassies/High Commissions after affixing visas.
  2. To perform protocol duties at airports in the country to receive/see-off Pakistan Parliamentary Delegations visiting abroad officially;
  3. To accompany the Foreign Parliamentary Delegations, visiting Pakistan officially, to different venues in the country;
  4. To provide support, as and when required, in connection with arrangements of lunches/dinners being hosted by Honourable Speaker/Deputy Speaker in honour of different foreign dignitaries/delegation; and
  5. To perform protocol duties on the occasion of Presidential Address/Foreign Heads (Prime Minister) to Joint Sitting of both the Houses.
-

## NATIONAL ASSEMBLY SECRETARIAT

**Designation:** Protocol Assistant  
**BS:** 14  
**Report to:** Protocol Officer/Assistant Director (Protocol)

### JOB DESCRIPTION:

1. Perform protocol duties at Islamabad Airport after the general elections to receive/guide the Members elect;
  2. Perform protocol duties to receive and see-off the foreign Parliamentary delegations visiting Pakistan in connection with the different meetings/conferences;
  3. Receive and see-off different dignitaries calling on the Honourable Speaker, Deputy Speaker and Secretary, National Assembly as directed;
  4. Carry out documentation in connection with the preparation of official/gratis passports for MNAs and their entitled family members, also for the officers of this Secretariat proceeding abroad officially;
  5. Arrange visas for MNAs and their entitled family members visiting abroad privately;
  6. Arrange visas for Pakistan Parliamentary delegations visiting abroad;
  7. Make departure and reception arrangements in connection with the Pakistan Parliamentary delegations visiting abroad as instructed; and
  8. Perform any other duty assigned by the superior(s).
-

**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:** Chief Cameraman  
**BS:** 18  
**Report to:** Director General (PR)/Director (Media)

**JOB DESCRIPTION:**

1. Receive instruction from D.G.(PR)/Director (Media) for still photo/video coverage of various functions attended by the Speaker and Deputy Speaker, Standing Committee meetings and incoming delegations visiting the Speaker;
  2. Schedule program for the coverage and assign assistance to cover some events if being held simultaneously. Accord own priority to Speaker's functions;
  3. Make all necessary arrangements in advance and test out own equipment, lighting facilities etc. to avoid last minute problems;
  4. Monitor equipment during operation and supervise assistance during the output phase;
  5. Take instructions from Director (Media) about focusing on particular people, moments etc. involving the Speaker's visits/meetings with dignitaries etc;
  6. Handover photos and videos to Media wing for onward passing to Press/Electronic Media; and
  7. Attend to other events/functions as instructed by Media wing.
-

**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:**           **Cameraman**  
**BS:**                       **16**  
**Report to:**           **Chief Cameraman**

**JOB DESCRIPTION:**

1. Assistant Cameraman in photographic/video coverage of functions attended by the Speaker/Deputy Speaker within Pakistan and also the Standing Committee Meetings;
  2. Cover functions/events/occasions, as directed by Chief Cameraman, independently where simultaneous coverage is involved;
  3. Test equipment before commencement of event. Advise Chief Cameraman if any problem needs to be addressed, so as to ensure readiness for coverage ahead of time;
  4. Assistant Cameraman in setting up lighting facilities, video coverage backup, etc. Ensure sufficient film rolls and related items are available; and
  5. Perform any other duties as assigned by superior(s).
-

## NATIONAL ASSEMBLY SECRETARIAT

**Designation:** Director General (Library and Research)

**BS:** 20

**Report to:** Secretary

### JOB DESCRIPTION:

1. Overseeing and implementing the primary objective of effective support through Library and Research facilities to members of the National Assembly, mainly in legislative and current affairs. Formation of policies to provide research services to Members, Standing Committees, IR wing and National Assembly Secretariat;
  2. Responsible for efficient administration and discipline of the Library and Research Center;
  3. Hold briefings and discussions with the legislators, especially with the Chairman Committees to understand their requirements and issuance of instructions to Research team to prepare necessary documents;
  4. Ensure timely provision of research support services and assistance to legislators;
  5. Approval of input by Research team for country/provision paper for National/International Parliamentary events including that of IPU, CPA, AAPP and other Parliamentary organizations;
  6. Plan and direct research work. Anticipate assistance required by Legislators i.e. current/burning topics and arrange research/information materials;
  7. Arrange, supervise and organize seminars and workshops for improving the Research skills of Researchers;
  8. Review list of new books/journal for library and initial endorsement for approval by the competent authority or otherwise;
  9. Initiating demand note for hiring of research staff; and
  10. Perform any other duty as assigned by National Assembly Secretariat.
-

**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:** Director (Research)  
**BS:** 19  
**Report to:** Director General (L&R)

**JOB DESCRIPTION:**

1. Supervise work in Research Centre ensuring timely completion of assignments;
  2. Review completed research work and ensure it is provided to Member requesting the information;
  3. Supervising maintenance of press clipping service;
  4. Plan and co-ordinate Research work;
  5. Anticipate research assistance required by Legislators;
  6. Assess training needs of Research Center staff and arrangement of the training in this regard;
  7. Arrange, supervise and organize seminars and workshops on Research. Coordinate the training of Research staff;
  8. Keep self-abreast with the current affairs and global events (through all available sources) in order to share information and respond to queries by the legislators;
  9. Perform any other duty as assigned by National Assembly Secretariat.
-

**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:** Deputy Director (Research)

**BS:** 18

**Report to:** Director (Research)

**JOB DESCRIPTION:**

1. Provide correct, comprehensive and concise information to Members on non-party basis;
  2. Guide research work, revising and editing outputs;
  3. Provide focused training to Research Officers in writing paper briefs;
  4. Distribute research work to Research Officers while determining needs of users and setting time lines;
  5. Hold oral briefings with Legislators and Research Officers on different issues of relevance to the Legislature;
  6. Assist Legislators for information, or research work for forthcoming events including Budget and policy discussions and initiate preparatory work by utilizing available open sources;
  7. Keep self abreast on current events to assist researchers in all areas of their work;
  8. Supervise and maintain press clipping service of Research Centre;
  9. Coordinate with different institutions, organizations and think tanks for exchange of knowledge and experience and directing the concerned Research Officer to attend workshops and seminars conducted by them;
  10. Looking after administrative affairs of Research Centre; and
  11. Perform any other duty as assigned by National Assembly Secretariat.
-

**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:** Assistant Director (Research)  
**BS:** 17  
**Report to:** Deputy Director (Research & Speech Writing)

**JOB DESCRIPTION:**

1. Respond to MPs needs and demands during or after Session;
  2. Catering information for MPs according to the Orders of the Day;
  3. Anticipatory preparation for the Session;
  4. Analyze political and non-political issues in-depth, using printed and electronic information sources;
  5. Maintenance of press clipping folders for Parliamentarians on daily basis;
  6. Monitoring news sources and reports of parliamentary debates in order to identify emerging issues of parliamentary importance;
  7. Drafting and writing briefs, research paper, background paper, talking points and speeches;
  8. Liaison with relevant government departments and external agencies for obtaining information requested by MNAs;
  9. Attend and participate in conferences and seminars;
  10. Regular study of news papers, magazines books and journals to keep abreast with national and international political, economic and social affairs; and
  11. Perform any other duty as assigned by National Assembly Secretariat.
-

**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:**           **Research Officer**  
**BS:**                       **16**  
**Report to:**           **Assistant Director (Research)**

**JOB DESCRIPTION:**

1. Provide support and assistance in responding to MNAs research queries;
  2. Attend Committee meetings for understanding issues and parliamentary practices and procedures;
  3. Provide assistance in writing research briefs, talking points, country paper and background for international delegations;
  4. Assist in preparing paper for conferences; provide inputs for Speaker/Deputy Speaker's speeches;
  5. Anticipatory preparation on agenda items/order of the day during National Assembly Sessions;
  6. Tagging of news papers on daily basis for press clipping service;
  7. Attend seminars/training as directed; and
  8. Perform any other duty as assigned by National Assembly Secretariat.
-

## NATIONAL ASSEMBLY SECRETARIAT

**Designation:** Senior Librarian  
**BS:** 19  
**Report to:** Director General (L & R)

### JOB DESCRIPTION:

1. Responsible for providing support to the Legislators wherever they require any reference material inside the House as well as the Committees. Attend National Assembly Proceedings and provide support during the proceedings. Responsible for management of procurement of all library books, publications, research materials as well as periodicals. Responsible for management and employees of Library;
  2. Provide newspapers and magazines to the Speaker, Deputy Speaker, Secretary and senior officers of the Secretariat;
  3. Analyze user needs and ensure that the Library is well equipped to provide supporting material as well as the staff is well trained to provide assistance as and when required;
  4. Attend the proceedings of the National Assembly and provide assistance to the House, during the session. Provide reference material during meetings of Standing Committees;
  5. Responsible for procurement of all books, publications and research material, journals, newspapers etc. for the Library. Also responsible for archiving and maintenance of records. Guide staff and ensure proper classification, cataloguing and accessioning (entry of acquisition in register);
  6. Assess own staff's development needs and provide on-the-job training to enable them to offer effective assistance to users;
  7. Keep updated on all legal notifications, gazette notifications, and amendments in reference books, etc. so as to effectively guide and respond to Members queries;
  8. Provision of robust and timely information to Honourable Speaker, Deputy Speaker, Members of National Assembly and higher officers of National Assembly Secretariat;
  9. Provision of timely information to members on the agenda;
  10. Provision of material in the Standing Committees meetings; and
  11. Ensuring provision of material to the House during Session.
-

## NATIONAL ASSEMBLY SECRETARIAT

**Designation:** Librarian  
**BS:** 18  
**Report to:** Senior Librarian

### JOB DESCRIPTION:

1. Initiate procurement of books, publication and serial publications i.e. gazette, journals, newspapers etc for the library;
  2. Analyze user needs and insure that library staff is appropriately trained to respond such needs. Assess own staff's development needs and provide on-the-job training to enable them to offer effective assistance to users;
  3. Guide staff and ensure proper classification, cataloguing and accessioning (entry of acquisition of new publication in register);
  4. Keep updated on all legal notifications, Gazette notifications, and amendments in reference books, etc so as to effectively guide and respond to member queries;
  5. Provide newspapers and magazines to the Speaker, Deputy Speaker, Secretary and senior officers of the Secretariat;
  6. Provide reference material during meetings of Standing Committees and during National Assembly Sessions. Anticipate requirements of effective response;
  7. Circulate catalogues received from publishers/booksellers to higher officials for selection of material to be added to the library;
  8. Liaison with Parliamentary Library officials in other countries for information about publications useful to their Parliamentarian and which could be include in own library; and
  9. Perform any other duty as assigned by superiors.
-

**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:**           **Assistant Librarian**

**BS:**                       **17**

**Report to:**           **Librarian**

**JOB DESCRIPTION:**

1. Manage classification, cataloguing and accessing of various publications according to prescribed system;
  2. Maintain clippings of newspapers for items of interest to the research group;
  3. Assist Librarian in reference subject research and reader guidance service;
  4. Coach and counsel Library staff in responding appropriately to customer needs and queries;
  5. Ensure borrowing facilities provided to members are adhered to and case of overdue books is followed-up;
  6. Procure books, publications and serial publications, gazette, journals, newspapers as instructed by Librarian;
  7. Classify, catalogue and accession of all books, reference books and other publications; and
  8. Perform any other duty as assigned by superiors.
-

**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:** Assistant Librarian

**BS:** 16

**Report to:** Deputy Librarian

**JOB DESCRIPTION:**

1. Classification, subject headings of books;
  2. Attend National Assembly proceedings and provide support during the proceedings;
  3. Assist the Chief Librarian for management of procurement of all library books, publications, research materials as well as periodicals;
  4. Provision support to the Legislators wherever they require any reference material inside the House as well as the Committees;
  5. Collection, maintenance of Acts, Ordinances, Presidential Orders etc. and incorporate of all amendments in laws;
  6. Arrangements of books in the shelves according to subjects;
  7. Submission of files of the Library;
  8. Searching and downloading of reference material (Articles, Legal Judgments etc.) for MNAs and officers of the National Assembly;
  9. Assist the Chief Librarian in all library matters;
  10. Issuance and returns of the books;
  11. Collection and maintenance of Gazette of Pakistan, Acts, Ordinances, Presidential Orders, and other reference material;
  12. Provision of timely information to Honourable Speaker, Deputy Speaker, MNAs, Officers and Researchers;
  13. Provision of material in the Standing Committee meetings;
  14. Ensure entry of books into library software "Koha"; and
  15. Perform any other duty as assigned by superior(s).
-

**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:           Microfilm Cameraman**

**BS:                       14**

**Report to:             Assistant Librarian**

**JOB DESCRIPTION:**

1. To Microfilm archival record of the Library;
  2. To maintain Parliamentary Debates of the House of Commons/Lords of England and the Congress of the United States of America available in the Library in Microform;
  3. To digitize Annexures to Questions placed in the Library;
  4. To digitize Acts, Ordinances and Presidents Orders etc;
  5. To digitize archival record of the Library;
  6. To assist with provisions of references during meetings of the Standing Committees and MNAs visiting Library; and
  7. To perform any other official duty(ies) as assigned by the Chief Librarian.
-

**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:**            **Book Binder**

**BS:**                        **05**

**Report to:**             **Deputy Librarian**

**JOB DESCRIPTION:**

1. Binding of documents/books/reports;
  2. Repairing of damaged bindings of books;
  3. Spiral binding of papers/documents/reports of Standing Committees of various branches of this Secretariat;
  4. Maintenance o record placed in the Library;
  5. Arrange newspapers & periodicals;
  6. Spine labeling of books; and
  7. Any other duty assigned by the Chief Librarian.
-

**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:** Director General (Media)  
**BS:** 20  
**Report to:** Additional Secretary (Admn)

**JOB DESCRIPTION:**

1. Responsible for Issuance of Press Releases regarding official and other assigned activities of Speaker, Deputy Speaker and National Assembly Standing/Special/Functional Committees with permission of the Competent Authority after getting the approval;
  2. Responsible to prepare statements for release in response to dubious/adverse reporting in media about the proceeding of the National Assembly and officials of its Secretariat;
  3. Maintaining close liaison with the Parliamentary correspondents both in the print and electronic media for the projection of the role of National Assembly of Pakistan;
  4. Proficient to provide assistance/facilities to the media for the projection / coverage to the proceedings of the House and its Committees thereof ;
  5. Immediate coordination with local/national print and electronic media for the coverage of the activities of Speaker, Deputy Speaker and National Assembly Standing/Functional/Special Committees;
  6. Defending projection of the official activities of the Speaker and Deputy Speaker, National Assembly and of the Secretariat ;
  7. Closely coordinate media publicity of the high profile Foreign / Abroad Parliamentary delegation and others dignitaries while visiting to National Assembly of Pakistan;
  8. Responsible for closely maintaining to the Social, Print and Electronic Media activities relating to the National Assembly of Pakistan and its Secretariat; and
  9. Perform any other duties assigned by the superior(s).
-

**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:** Director (Media)  
**BS:** 20  
**Report to:** Director General (Media)

**JOB DESCRIPTION:**

18. Issue Press Releases regarding activities of Speaker, Deputy Speaker and National Assembly Standing/Special/Functional Committees. Prepare statements for release in response to dubious/adverse reporting in media about National Assembly officials or proceedings;
  19. Maintain close liaison with the Parliamentary correspondents both in the print and electronic media for the projection of the role of National Assembly of Pakistan;
  20. Provide professional assistance/facilities to the media for the projection of the proceedings of the House and its Committees;
  21. Coordinate with local/national print and electronic media for the coverage of the activities of Speaker, Deputy Speaker and National Assembly Standing/Functional/Special Committees;
  22. Project official activities of the Speaker and Deputy Speaker, National Assembly;
  23. Coordinate media publicity of the visit of Pakistan National Assembly delegations abroad and foreign dignitaries to Pakistan; and
  24. Perform any other duties assigned by the superior(s).
-

## NATIONAL ASSEMBLY SECRETARIAT

**Designation:** Assistant Director (Media)

**BS:** 17

**Report to:** Deputy Director (Media)

### JOB DESCRIPTION:

10. Issue of Press Releases with permission of competent authority after getting approval from high-up regarding activities of Speaker, Deputy Speaker and National Assembly Standing/Special/Functional Committees. Prepare statements for press release in response to dubious/adverse reporting in media relating to the National Assembly officials or proceedings;
  11. Maintaining close liaison with the Parliamentary correspondents both in the print and electronic media for projection to the role of the National Assembly of Pakistan;
  12. Providing professional assistance/facilities to the media for the projection to the proceedings of the House and its Committees;
  13. Coordinate with all local/national print and electronic media for the coverage of all activities relating to Honorable Speaker, Honorable Deputy Speaker and the National Assembly Standing/Functional/Special Committees;
  14. Defend to project official activities of the Speaker and Deputy Speaker, National Assembly;
  15. Coordinate media publicity while visiting of Pakistan National Assembly delegations abroad and foreign dignitaries to Pakistan; and
  16. Closely monitor social ,print and electronic media activities relating to the National Assembly of Pakistan and Secretariat thereof;
  17. Perform any other duties as assigned by the superior(s).
-

## NATIONAL ASSEMBLY SECRETARIAT

**Designation:** Director General (Kashmir Affairs)

**BS:** 20

**Report to:** Secretary

### JOB DESCRIPTION:

- (1) Ensure own attendance or an officer not below the rank of Deputy Secretary to act as ex-officio Secretary in each meeting of the Standing/Select/Ad-hoc/Special Committees of the National Assembly;
  - (2) Conduct periodical inspection of the working of the section;
  - (3) Supervise the organization of meetings and coordination with the Ministries/Divisions, to assist the Committees and Sub-Committees;
  - (4) Maintain a record of proceedings of the Committee Meetings including minutes of the meeting. Pursue follow-up by section of the Committee meetings;
  - (5) Ensure preparation and forwarding of reports and recommendations of the Committees to concerned Ministries/Divisions. For compliance on the actionable points;
  - (6) Facilitate the holding of the Committee meetings in liaison with concerned Ministry/Division;
  - (7) Provide assistance/guidance to the Chairman Committee on relevant matters;
  - (8) Ensure attendance of the Members of the Committee as well as others concerned, at the meetings; and
  - (9) Issue the press release relating to the Committee meetings, and its coverage in the electronic/print media.
-

**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:** Director Coordination (Kashmir Committee)

**BS:** 19

**Report to:** Director General (Kashmir Affairs)

**JOB DESCRIPTION:**

- (1) Supervise the work of all the officers under his administrative control as well as the branch;
  - (2) Assist and guide the Chairman Committee on relevant matters;
  - (3) Examine all matters relating to Committee and give explicit information to the higher authorities and implement orders/decisions of the competent authority;
  - (4) Make necessary arrangements in consultation with the concerned Ministry and departments to facilitate the holding of the meetings;
  - (5) Attend meetings, as and when considered necessary or directed specifically. Write minutes and maintain proceedings of the Standing Committee on "as and when necessary" basis;
  - (6) Forward actionable points of the meeting to the Ministry, through the dealing officer;
  - (7) Ensure the attendance of the officer and members of the Committee and the concerned department and also ensure that members of the Committees have been informed about the timings of the Committee meetings;
  - (8) Pursue the follow-up of the Committee meetings, through concerned officers; and
  - (9) Inspect the working of his section once every six months.
-

**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:**           **Research Fellow (Kashmir Committees)**

**BS:**                       **19**

**Report to:**           **Director General (Kashmir Affairs)**

**JOB DESCRIPTION:**

- (1) Organize Committee meetings on schedule as given by competent authority;
  - (2) Supervise progress of the section;
  - (3) Coordinate with Ministries/Divisions/Departments concerned about the National Assembly Committee meetings inside and outside Islamabad;
  - (4) Develop minutes of the meeting. Ensure all relevant important points relating to Committee discussions, relating to recommendations and suggestions for legislation are incorporated. Circulate to all concerned;
  - (5) Prepare reports required by the Chairman, National Assembly Committee and submit timely;
  - (6) Inform Chairman National Assembly Committee about the complaints received about the working of the Ministries/Divisions as required by Speaker or Member of the House. Follow up delays in response; and
  - (7) Obtain information/records from various Ministries/Divisions/Departments.
-

## NATIONAL ASSEMBLY SECRETARIAT

**Designation:** Protocol Officer (Kashmir Committee)

**BS:** 16

**Report to:** Director General (KA)

### JOB DESCRIPTION:

1. To receive and see-off the Ambassadors/High Commissioners/Foreign Groups calling on Honourable Speaker/Deputy Speaker/Leader of Opposition;
  2. To arrange gifts for selection by the competent authority in connection with official visits abroad;
  3. To perform protocol duties at airports in the country to receive/see-off Foreign Parliamentary Delegations visiting Pakistan officially including check-in and check-out;
  4. To accompany the Foreign Parliamentary Delegations, visiting Pakistan officially, to different venues in the country;
  5. To provide necessary protocol to Honourable Speaker when he/she is invited to different functions as Chief Guest i.e. to arrive in advance at the venue to make necessary arrangements and to receive Honourable Speaker;
  6. To provide support, as and when required, in connection with arrangements of lunches/dinners being hosted by Honourable Speaker/Deputy Speaker in honourable of different foreign dignitaries/delegation;
  7. To perform protocol duties on the occasion of Presidential Address/Foreign Heads (Prime Minister) to Joint Sitting of both the Houses.
-

**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:** Director (Legislative Drafting)

**BS:** 19

**Report to:** Additional Secretary (Admn)

**JOB DESCRIPTION:**

1. Supervision of L.D. Wing.
  2. Worked as Secretary Standing Committee on Law & Justice.
  3. Drafting Legislative Bills (Private Member's Bills).
  4. Vetting Periodical report of Committees.
  5. Vetting reports on Bills of Committees.
  6. Vetting Bills passed/approved by the Committees for legislative process.
  7. Vetting minutes of meetings of the Committees.
  8. Conducting departmental inquires and personal hearing assigned by Establishment Wing.
-

**Designation:** Deputy Director (Legislative Drafting)

**BS:** 18

**Report to:** Director (Legislative Drafting)

**JOB DESCRIPTION:**

1. Worked as Secretary Standing Committee on Law & Justice.
  2. Drafting Legislative Bills (Private Member's Bills).
  3. Vetting Periodical report of Committees.
  4. Vetting reports on Bills of Committees.
  5. Vetting Bills passed/approved by the Committees for legislative process.
  6. Vetting minutes of meetings of the Committees.
  7. Conducting departmental inquires and personal hearing assigned by Establishment Wing.
-

**Designation:** Assistant Director (Legislative Drafting)

**BS:** 17

**Report to:** Deputy Director (Legislative Drafting)

**JOB DESCRIPTION:**

1. Worked as Secretary Standing Committee on Law & Justice.
  2. Drafting Legislative Bills (Private Member's Bills).
  3. Vetting Periodical report of Committees.
  4. Vetting reports on Bills of Committees.
  5. Vetting Bills passed/approved by the Committees for legislative process.
  6. Vetting minutes of meetings of the Committees.
  7. Conducting departmental inquires and personal hearing assigned by Establishment Wing.
-

**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:** Secretary to Speaker

**BS:** 20

**Report to:** Speaker

**JOB DESCRIPTION:**

1. Allocate work in Speaker's Office to concerned staff and monitor completion of assignments timely.
  2. Arrange protocol facilities for diplomats/high officials visiting the Speaker.
  3. Compile various statements i.e. those for Discretionary Grants of the Speaker.
  4. Arrange meetings/appointments of the Speaker.
  5. Follow-up implementation/progress of Speaker's instructions on various matters/cases on timely basis. Collect talking points and briefs from relevant branches.
  6. Maintain complete record of Speaker's engagements and communicate meeting schedule to the quarter concerned.
  7. Receive correspondence from intending visitors/groups. Accommodate in their proposed dates or else line up alternate schedule.
  8. Accompanying Speaker in domestic / international tours if so desired by the Speaker.
  9. Any other duty assigned by the Speaker.
-

**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:** Director to Speaker

**BS:** 20

**Report to:** Speaker

**JOB DESCRIPTION:**

1. Arrange protocol facilities for diplomats/high officials visiting the Speaker.
  2. Compile various statements i.e. those for Discretionary Grants of the Speaker.
  3. Arrange meetings/appointments of the Speaker.
  4. Follow-up implementation/progress of Speaker's instructions on various matters/cases on timely basis. Collect talking points and briefs from relevant branches.
  5. Maintain complete record of Speaker's engagements and communicate meeting schedule to the quarter concerned.
  6. Receive correspondence from intending visitors/groups. Accommodate in their proposed dates or else line up alternate schedule.
  7. Accompanying Speaker in domestic / international tours if so desired by the Speaker.
  8. Any other duty assigned by the Speaker.
-

**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:**            **Director to Deputy Speaker**

**BS:**                        **20**

**Report to:**            **Deputy Speaker**

**JOB DESCRIPTION:**

1. Arrange protocol facilities for diplomats/high officials visiting the Deputy Speaker.
  2. Compile various statements i.e. those for Discretionary Grants of the Deputy Speaker.
  3. Arrange meetings/appointments of the Deputy Speaker.
  4. Follow-up implementation/progress of Deputy Speaker's instructions on various matters/cases on timely basis. Collect talking points and briefs from relevant branches.
  5. Maintain complete record of Deputy Speaker's engagements and communicate meeting schedule to the quarter concerned.
  6. Receive correspondence from intending visitors/groups. Accommodate in their proposed dates or else line up alternate schedule.
  7. Accompanying Deputy Speaker in domestic / international tours if so desired by the Deputy Speaker.
  8. Any other duty assigned by the Deputy Speaker.
-

**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:**            **Director to Leader of Opposition**

**BS:**                        **20**

**Report to:**             **Leader of Opposition**

**JOB DESCRIPTION:**

1. Arrange protocol facilities for diplomats/high officials visiting the Leader of Opposition.
  2. Compile various statements i.e. those for Discretionary Grants of the Leader of Opposition.
  3. Arrange meetings/appointments of the Leader of Opposition.
  4. Follow-up implementation/progress of Leader of Opposition's instructions on various matters/cases on timely basis. Collect talking points and briefs from relevant branches.
  5. Maintain complete record of Leader of Opposition's engagements and communicate meeting schedule to the quarter concerned.
  6. Receive correspondence from intending visitors/groups. Accommodate in their proposed dates or else line up alternate schedule.
  7. Accompanying Leader of Opposition in domestic / international tours if so desired by the Leader of Opposition.
  8. Any other duty assigned by the Leader of Opposition.
-

## NATIONAL ASSEMBLY SECRETARIAT

**Designation:**           **Staff Officer**

**BS:**                       **18/17**

**Report to:**           **Secretary to Speaker**

### JOB DESCRIPTION:

1. As the eyes and ears of the Speaker, interact with the Speaker's constituents and other visitors and keep Speaker informed. Setup meeting with the Speaker if the situation so demands;
  2. Accompany Speaker on his visits to his constituencies, functions etc. Meet certain constituents personally as the first point of contact and apprise Speaker of the situation;
  3. Meet constituents visiting Speaker's Office and dispose of the matter personally if it is assessed that Speaker need not be involved;
  4. Keep track of local events, incidents, etc. which could be of interest to the Speaker and bring these to his attention;
  5. Receive VIP visitors to Speaker's Office;
  6. Attend National Assembly Sessions and feed information to Speaker about any unusual happening in the House, which may not have attracted Speaker's attention;
  7. Interact with Secretariat personnel to obtain information about issues and problems, and apprise the Speaker of the relevant ones; and
  8. Perform any other duty assigned by superior(s).
-

## NATIONAL ASSEMBLY SECRETARIAT

**Designation:** Junior Staff Officer  
**BS:** 17  
**Report to:** Secretary to Speaker

### JOB DESCRIPTION:

1. As the eyes and ears of the Speaker, interact with the Speaker's constituents and other visitors and keep Speaker informed. Setup meeting with the Speaker if the situation so demands;
  2. Accompany Speaker on his visits to his constituencies, functions etc. Meet certain constituents personally as the first point of contact and apprise Speaker of the situation;
  3. Meet constituents visiting Speaker's Office and dispose of the matter personally if it is assessed that Speaker need not be involved;
  4. Keep track of local events, incidents, etc. which could be of interest to the Speaker and bring these to his attention;
  5. Receive VIP visitors to Speaker's Office;
  6. Attend National Assembly Sessions and feed information to Speaker about any unusual happening in the House, which may not have attracted Speaker's attention;
  7. Interact with Secretariat personnel to obtain information about issues and problems, and apprise the Speaker of the relevant ones; and
  8. Perform any other duty assigned by superior(s).
-

**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:** Assistant Private Secretary

**BS:** 16

**Report to:** Secretary to Speaker

**JOB DESCRIPTION:**

1. Maintain complete record of Speaker's engagements and communicate meeting schedule to the quarter concerned.
  2. Receive correspondence from intending visitors/groups and apprise put up superior(s) for further action thereon.
  3. Provide assistance to Secretary to Speaker in monitoring/liaising on program of Development Schemes of the constituency based on Cabinet Division's decision, including issuance of reminders to concerned bodies, handling the schemes and compiling various statements i.e. those for Discretionary Grants of Ministers; and
  4. Perform any other kind of duties asked by the superior(s).
-

## NATIONAL ASSEMBLY SECRETARIAT

**Designation:** Private Secretary

**BS:** 17

**Report to:**

### JOB DESCRIPTION:

1. Receive/arrange and where necessary, register the Deputy Speaker's papers and correspondence including secret and top secret papers.
  2. Monitor/liaise on program of Development Schemes of constituency based on Cabinet Division's decision, including issuance of reminders to concerned bodies handling the schemes;
  3. Receive correspondence from intending visitors/groups. Accommodate in their proposed dates or else line up alternate schedule;
  4. Make arrangements for Deputy Speaker's tour arrangements within and outside country including ticketing and accommodation. Collect talking points and briefs from relevant branches.
  5. Contact CDA regarding any issues/problems referred by Parliamentarian regarding their lodgings; and
  6. Coordination with concerned departments of the Federal Government and Branches of this for allotment of lodges and maintenance / repairing thereof;
  7. Coordination in matters relating to National Assembly Employees Corporation Housing Society (NAECHS).
  8. Perform any other duties assigned by superior(s).
-

**NATIONAL ASSEMBLY SECRETARIAT**

**Designation: Telephone Operator**

**BS: 14**

**Report to:**

**JOB DESCRIPTION:**

1. Attend telephone calls, receive and send fax/email messages and maintain record thereof;
  2. Rendering transcripts and doing general typing work;
  3. Make photocopies if required. Dispatch to R&I branch as instructed in absence of clerical staff; and
  4. Any other duty assigned by superior(s).
-

**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:** Chief Cameraman  
**BS:** 18  
**Report to:** Director General (Media)

**JOB DESCRIPTION:**

1. Receive instruction from D.G.(PR)/Director (Media) for still photo/video coverage of various functions attended by the Speaker and Deputy Speaker, Standing Committee meetings and incoming delegations visiting the Speaker;
  2. Schedule program for the coverage and assign assistance to cover some events if being held simultaneously. Accord own priority to Speaker's functions;
  3. Make all necessary arrangements in advance and test out own equipment, lighting facilities etc. to avoid last minute problems;
  4. Monitor equipment during operation and supervise assistance during the output phase;
  5. Take instructions from Director (Media) about focusing on particular people, moments etc. involving the Speaker's visits/meetings with dignitaries etc;
  6. Handover photos and videos to Media wing for onward passing to Press/Electronic Media; and
  7. Attend to other events/functions as instructed by Media wing.
-

**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:**           **Cameraman**  
**BS:**                       **16**  
**Report to:**           **Chief Cameraman**

**JOB DESCRIPTION:**

1. Assistant Cameraman in photographic/video coverage of functions attended by the Speaker/Deputy Speaker within Pakistan and also the Standing Committee Meetings;
  2. Cover functions/events/occasions, as directed by Chief Cameraman, independently where simultaneous coverage is involved;
  3. Test equipment before commencement of event. Advise Chief Cameraman if any problem needs to be addressed, so as to ensure readiness for coverage ahead of time;
  4. Assistant Cameraman in setting up lighting facilities, video coverage backup, etc. Ensure sufficient film rolls and related items are available; and
  5. Perform any other duties as assigned by superior(s).
-

**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:**           **Assistant Cameraman**

**BS:**                       **12**

**Report to:**           **Chief Cameraman**

**JOB DESCRIPTION:**

1. Assistant Cameraman in photographic/video coverage of functions attended by the Speaker/Deputy Speaker within Pakistan and also the Standing Committee Meetings;
  2. Cover functions/events/occasions, as directed by Chief Cameraman, independently where simultaneous coverage is involved;
  3. Test equipment before commencement of event. Advise Chief Cameraman if any problem needs to be addressed, so as to ensure readiness for coverage ahead of time;
  4. Assistant Cameraman in setting up lighting facilities, video coverage backup, etc. Ensure sufficient film rolls and related items are available; and
  5. Perform any other duties as assigned by superior(s).
-

**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:** Director General (Proceeding)  
**BS:** 20  
**Report to:** Additional Secretary (Legislation)

**JOB DESCRIPTION:**

- (1) Over all incharge to maintain discipline in the Wing;
  - (2) Responsible to Supervise / distribute official work of Translations from English to Urdu , Urdu to English and wise versa;
  - (3) Responsible to check out the sensitive nature of official work done by Director / Deputy Director / Assistant Director (Translation);
  - (4) Ensuring to maintain the quality of Official work done by the Translation branch, Interpretation and Editing Cell standardized of Interpretation and Translation skills from English to Urdu and Urdu to English while recording the proceeding / debate in the House / Standing Committees thereof;
  - (5) Responsible to check out and to provide quality of official sensitive nature of work done by the Director / Deputy Director / Assistant Director (Translation) while translating, Interpreting and Editing the proceeding of the House / Standing Committees of the National Assembly;
  - (6) Responsible to provide guidance / technical assistance to Officers and staff of the Proceeding Wing; and
  - (7) Any other assignment given by the Authority.
-

**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:** Director (Editing & Publications)

**BS:** 19

**Report to:** Director General (Proceedings)

**JOB DESCRIPTION:**

- (1) Over all supervision/distribution of work;
  - (2) Coordination with other concerned branches of the Secretariat;
  - (3) To ensure quality and format of the debates are standardized;
  - (4) Timely completion of the editing of debates; and
  - (5) Any other assignment given by the Authority.
-

**Designation:** Deputy Director (Editing & Publications)

**BS:** 18

**Report to:** Director (Editing & Publications)

**JOB DESCRIPTION:**

- (1) Edit verbatim recording of Reporters made during session. Send edited work to Reporter's Cell for insertion of corrections;
- (2) Check the edited version of the proceeding records most minutely in second phase;
- (3) Assist the Chief Editor of Debates whenever needed; and
- (4) Any other assignment given by the Authority.

---

**Designation:** Assistant Director (Editing & Publications)

**BS:** 17

**Report to:** Deputy Director (Editing & Publications)

**JOB DESCRIPTION:**

- (1) Edit verbatim recording of Reporters made during session. Send edited work to Reporter's Cell for insertion of corrections;
- (2) Check the edited version of the proceeding records most minutely in second phase; and
- (3) Any other assignment given by the Authority.

---

**Designation:** Chief Proof Reader

**BS:** 16

**Report to:** Assistant Director (Editing & Publication)

**JOB DESCRIPTION:**

- (1) Compare proofs and edited copies (written or typed material) to make sure that the final text is complete, accurate and free from spelling/punctuation errors;
  - (2) Check revised proofs to make sure that all the corrections have been made;
  - (3) Sign and date the proofs to indicate approval of corrections;
  - (4) Amend and check proofs on screens; and
  - (5) Any other responsibility assigned by the superior(s).
-

**NATIONAL ASSEMBLY SECRETARIAT**

**Designation: Senior Proof Reader**

**BS: 15**

**Report to: Chief Proof Reader**

**JOB DESCRIPTION:**

- (1) Compare proofs and edited copies (written or typed material) to make sure that the final text is complete, accurate and free from spelling/punctuation errors;
  - (2) Check revised proofs to make sure that all the corrections have been made;
  - (3) Sign and date the proofs to indicate approval of corrections;
  - (4) Amend and check proofs on screens; and
  - (5) Any other responsibility assigned by the superior(s).
- 

**Designation: Proof Reader**

**BS: 14**

**Report to: Chief Proof Reader**

**JOB DESCRIPTION:**

- (1) Compare proofs and edited copies (written or typed material) to make sure that the final text is complete, accurate and free from spelling/punctuation errors;
  - (2) Check revised proofs to make sure that all the corrections have been made;
  - (3) Sign and date the proofs to indicate approval of corrections;
  - (4) Amend and check proofs on screens; and
  - (5) Any other responsibility assigned by the superior(s).
-

**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:** Director (Interpretation)  
**BS:** 19  
**Report to:** Director General (Proceedings)

**JOB DESCRIPTION:**

- (1) Overall supervision of the Interpreter's Cell;
- (2) Assessing the performance of Interpreters;
- (3) Providing guidance on and off the microphone whenever necessary;
- (1) Attending meetings as head of the branch; and
- (2) Coordinating with internal and external departments to get the relevant material (e.g. speeches etc) in advance of a session/meeting etc.

---

**Designation:** Deputy Director (Interpretation)  
**BS:** 18  
**Report to:** Director (Interpretation)

**JOB DESCRIPTION:**

Interpret (i.e. orally translate) the proceedings of the National Assembly Sessions, Joint Sessions, Standing Committee meetings and also Conferences, Committees, Fora etc. hosted/arranged/sponsored by the National Assembly Secretariat.

---

**Designation:** Assistant Director (Interpretation)  
**BS:** 17  
**Report to:** Director (Interpretation)

**JOB DESCRIPTION:**

Interpret (i.e. orally translate) the proceedings of the National Assembly Sessions, Joint Sessions, Standing Committee meetings and also Conferences, Committees, Fora etc. hosted/arranged/sponsored by the National Assembly Secretariat.

---

**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:** Director (Translation)  
**BS:** 19  
**Report to:** Director General (Proceedings)

**JOB DESCRIPTION:**

- (1) Over all supervision/distribution of work of translation from English to Urdu and vice-versa;
- (2) Coordination with other quarters concerned;
- (3) Ensure/maintain the quality of work along-with standardization thereof; and
- (4) Any other assignment given by the Authority.

---

**Designation:** Deputy Director (Translation)  
**BS:** 18  
**Report to:** Director (Translation)

**JOB DESCRIPTION:**

- (1) Translation from English to Urdu and vice-versa;
- (2) Render assistance to the Chief Translator;
- (3) Supervision, guidance and proof reading of work by Translators and Assistant Translators;
- (4) Any other assignment given by the Authority.

---

**Designation:** Assistant Director (Translation)  
**BS:** 17  
**Report to:** Director (Translation)

**JOB DESCRIPTION:**

- (1) Translation from English to Urdu and vice-versa; and
- (2) Any other assignment given by the Authority.

---

**Designation:** Translation Officer  
**BS:** 16  
**Report to:** Director (Translation)

**JOB DESCRIPTION:**

- (1) Translation from English to Urdu and vice-versa;
  - (2) Any other assignment given by the Authority.
-

**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:** Director General (Reporting)  
**BS:** 20  
**Report to:** Additional Secretary (Legislation)

**JOB DESCRIPTION:**

- (1) Over all incharge to maintain discipline in the Wing;
  - (2) Supervise and distribute official work in the Reporter's Cell (English & Urdu);
  - (3) Responsible to keep close coordination with officers of his Wing and with other concerned branches of the Secretariat;
  - (4) Responsible to check out the sensitive nature of work done by the Reporters in the House / Standing Committees of the National Assembly while recording the proceeding thereof;
  - (5) Responsible to provide technical assistance / guidance to Director / Deputy Director / Assistant Director Reporting relating to the assigned official work; and
  - (6) Any other assignment given by the Authority.
-

**NATIONAL ASSEMBLY SECRETARIAT**

**Designation: Director (Reporting-English)**

**BS: 19**

**Report to: Director General (Reporting)**

**JOB DESCRIPTION:**

- (1) Over all supervision/distribution of work in Reporter's Cell (English);
  - (2) Coordination with other concerned branches of the Secretariat; and
  - (3) Any other assignment given by the Authority.
- 

**Designation: Deputy Director (Reporting-English)**

**BS: 18**

**Report to: Director (Reporting-English)**

**JOB DESCRIPTION:**

- (1) Record the proceedings of the House and Committees thereof;
  - (2) Assistance to Chief Reporter and guidance to subordinates relating to their assignments; and
  - (3) Any other assignment given by the Authority.
- 

**Designation: Assistant Director (Reporting-English)**

**BS: 17**

**Report to: Director (Reporting-English)**

**JOB DESCRIPTION:**

- (1) Record the proceedings of the House and Committees thereof; and
  - (2) Any other assignment given by the Authority.
-

**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:** Director (Reporting-Urdu)  
**BS:** 19  
**Report to:** Director General (Reporting)

**JOB DESCRIPTION:**

- (1) Supervision/distribution of work in Reporter's Cell (Urdu);
  - (4) Coordination with other concerned branches of the Secretariat; and
  - (5) Ensure/maintain the quality of work along-with standardization thereof;
  - (6) Any other assignment given by the Authority.
- 

**Designation:** Deputy Director (Reporting-Urdu)  
**BS:** 18  
**Report to:** Director (Reporting-Urdu)

**JOB DESCRIPTION:**

- (4) Record the proceedings of the House and Committees thereof;
  - (5) Assistance to Chief Reporter and guidance to subordinates relating to their assignments; and
  - (6) Any other assignment given by the Authority.
- 

**Designation:** Assistant Director (Reporting-Urdu)  
**BS:** 17  
**Report to:** Director (Reporting-Urdu)

**JOB DESCRIPTION:**

- (2) Record the proceedings of the House and Committees thereof; and
  - (2) Any other assignment given by the Authority.
-

## NATIONAL ASSEMBLY SECRETARIAT

**Designation:** Sergeant-At-Arms  
**BS:** 19  
**Report to:** Joint Secretary (Admin)

### JOB DESCRIPTION:

1. Detail the staff on duty at strategic points during a session and off session period. To maintain discipline in the staff and carry out normal, regular and surprise checking of the staff on duty;
2. Make fool proof security arrangement inside the hall and around the hall, which is in the use of National Assembly Secretariat with the assistance of police and other law enforcement agencies;
3. Responsible for over-all safety of the precincts of the parliament in the use of National Assembly Secretariat;
4. Arrange physical search and scanning of the visitor with active collaboration of the police and security staff only at authorized entrances into the building and ensure that the entrants carry out no item like arms/ammunition, etc;
5. Regulate the galleries of the National Assembly hall and maintain order according to the standing orders;
6. Conduct Speaker/Deputy Speaker and presiding officer to the National Assembly hall on commencement of each sitting;
7. Remain alert and attend the command of the Speaker during session;
8. Arrange sweeping with the active help and participation of the police special branch of all sensitive areas including National Assembly hall, lobbies, galleries, lift chamber and route of V.V.I.P in the Parliament House, etc. before and after the commencement of each sitting of the Assembly and visit of the V.V.I.P;
9. Responsible for closing of all doors of the National Assembly hall and maintenance of record thereof;
10. Receive detainee MNAs in custody from police for attending session and Committee meeting and keep them in the custody as long as they are they required to stay in the Parliament building;
11. Receive and see the off the dignitaries and foreign delegates visiting National Assembly;

12. Coordinate with the police officer posted in the Parliament House and other agencies responsible for safety and security of the Parliament Hosue;
  13. Maintain morale and efficiency of the staff through in service training in consultation with other organization like police, civil defense etc;
  14. Attend and contribute to meetings of the concerned representatives of all security agencies performing duties in the Parliament House aimed at solving the short and long-term security problems; and
  15. Perform any other duties as assigned by superior(s).
-

## NATIONAL ASSEMBLY SECRETARIAT

**Designation:** Additional Sergeant-at-Arms/Deputy Sergeant-At-Arms  
**BS:** 18/17  
**Report to:** Sergeant-At-Arms

### JOB DESCRIPTION:

1. Enforce orders of the Speaker as and when so instructed so as to preserve order in the House;
  2. Supervise the staff on duty at strategic points during a Session and off Session period. Maintain discipline in the staff and carry out normal, regular and surprise checking of the staff on duty;
  3. While deputizing for the Sergeant-At-Arms conduct Speaker/Presiding officer to the National Assembly hall on commencement of each sitting;
  4. Receive and see-off the dignitaries and foreign delegates visiting National Assembly;
  5. Receive detainee MNAs in custody from police for attending Session and Committee meeting and keep them in the custody as long as they are required to stay in the Parliament building, under the supervision of the Sergeant-At-Arms;
  6. Verify slips of visitors calling on higher officers in the National Assembly;  
and
  7. Perform any other duties as assigned by superior(s).
-

**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:** Assistant Sergeant-at-Arms

**BS:** 16

**Report to:** Sergeant-At-Arms

**JOB DESCRIPTION:**

1. While deputing for Sergeant-At-Arms, conduct Speaker/Presiding Officer to the National Assembly hall on commencement of each sitting, as instructed by the Sergeant-At-Arms;
  2. Provide assistance to enforce orders of the Speaker as and when so instructed so as to preserve order in the House;
  3. Ensure that all the arrangements are made for ensuring tight security in the House;
  4. Receive detainee MNAs in custody from police for attending Session and Committee meeting and keep them in the custody as long as they are required to stay in the Parliament building, under the supervision of the Sergeant-At-Arms; and
  5. Verify slips of visitors calling on higher officers in the National Assembly;
-

**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:** Security Assistant/Junior Security Assistant

**BS:** 14/09

**Report to:** Sergeant-At-Arms

**JOB DESCRIPTION:**

1. Enforce orders of the Sergeant-At-Arms towards preserving order in the House as a statutory requirement;
  2. Provide services as instructed:
    - (i) Security inside the Hall and around the Hall, which is in the use of MNA/Secretariat;
    - (ii) Perform routine checking of individuals entering the building; physical search and scanning of the visitor;
    - (iii) Regulate the galleries of the National Assembly Hall;
    - (iv) Closing of doors of the National Assembly Hall and maintenance of the record thereof; and
  3. Perform any other duty as assigned by superior(s).
-

**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:** Deputy Director (Telecasting)  
**BS:** 18  
**Report to:** Engineer Incharge

**JOB DESCRIPTION:**

- (1) Overall supervision of Telecasting Unit;
  - (2) Communicate with higher authorities for any technical advice/suggestion;
  - (3) Give directions for the coverage of National Assembly proceedings to the staff;
  - (4) Shot selections and video switching for the coverage of Assembly proceedings;
  - (5) Transmission control of the National Assembly proceedings through in-house cable network;
  - (6) Maintenance agreements for Telecasting System and cable services with different private firms;
  - (7) Provide video records to members of National Assembly proceedings after approval from Honourable Speaker;
  - (8) Give suggestions for the up-gradation of Telecasting System;
  - (9) Providing guidelines to the staff of Telecasting Unit for utilizing the Telecasting system in professional way for smooth operations of Telecasting System;
  - (10) Reporting and counter signing of ACRs of Telecasting Staff; and
  - (11) Provide installation guidelines and technical specifications for the Closed Circuit Television (CCTV) and security equipment i.e. X-ray baggage machines, walkthrough gates tec. In the Parliament building.
-

## NATIONAL ASSEMBLY SECRETARIAT

**Designation:** Assistant Director (Telecasting)  
**BS:** 17  
**Report to:** Deputy Director (Telecasting)

### JOB DESCRIPTION:

- (1) In-charge of the Assistant and Technicians of Telecasting unit;
  - (2) Responsible for the Operations/Maintenance of Telecasting System in the National Assembly Hall;
  - (3) Supervise the recording and all operational activities in the control room;
  - (4) Responsible for the leaves, short leaves, LFPs etc. of the Telecasting staff;
  - (5) During the National Assembly Session, Assistant Director will communicate the directions of Deputy Director to Assistants and Technicians for the coverage of proceedings of National Assembly Sessions;
  - (6) Responsible for the switching operations in the Control Room during the proceeding of National Assembly Sessions;
  - (7) Supervise the video archive and cable network in the Parliament building;
  - (8) Inform all the operational activities of the telecasting unit to Deputy Director;
  - (9) Reporting of ACRs of Assistant and Technicians;
  - (10) Any other technical duties assigned by Deputy Director.
-

## NATIONAL ASSEMBLY SECRETARIAT

**Designation:**            **Telecasting Assistant**  
**BS:**                        **16**  
**Report to:**            **Assistant Director (Telecasting)**

### JOB DESCRIPTION:

- (1) Work under the supervision of Assistant Director;
  - (2) During proceedings of National Assembly Sessions, Assistants will make video shots of the members under the directions of Assistant Director with robotic cameras in the telecasting control room;
  - (3) Manage the recording on VTRs as well as capturing through computers during the Session;
  - (4) Responsible for Non-Linear video editing and conversion in non-session days;
  - (5) Maintain the Video archives including external HDD video tapes etc. Of the Assembly proceedings after the sessions;
  - (6) Inform Assistant Director about any technical fault in the system occurred during or non-Session time;
  - (7) Editing of any video/program assigned to telecasting unit from any section/branch of this Secretariat;
  - (8) Maintain and look-after the big LEDs installed in the hall; and
  - (9) Any other technical duties assigned by Deputy Director/Assistant Director.
- 

**Designation:**            **Junior Telecasting Assistant**  
**BS:**                        **14**  
**Report to:**            **Assistant Director (Telecasting)**

### JOB DESCRIPTION:

- (1) Work under the supervision of Assistant Director;
  - (2) Supervising the installation and maintenance of cable service in Parliament building;
  - (3) Assist Assistant Director in the Video operations in the control room during the National Assembly Sessions;
  - (4) Assist Assistants for the Non-Linear video editing and conversion;
  - (5) Downloading of different TV channels programs demanded by the Speaker Office and media wing under the supervision of Assistant Director;
  - (6) Inform Assistant Director about any technical fault in the cable network occurred during or non-Session time;
  - (7) Any other technical duties assigned by Deputy Director/Assistant Director.
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**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:**           **Transport Officer**

**BS:**                       **18**

**Report to:**           **Deputy Secretary (Admn)**

**JOB DESCRIPTION:**

1. Assign daily duties to vehicle drivers and check movement register and log books daily to ensure entries are made in all columns i.e. name/designation of user, destination, taco meter readings, purpose, etc;
  2. Maintain all vehicles in good running condition. Liaise with Auto Workshop(s) and fuel stations;
  3. Check repair estimates from auto workshop(s) for reasonableness, and obtain approval of competent authority for the work to be carried out;
  4. Keep records of maintenance and repairs as well as vehicles fuel consumption records;
  5. Report high incidence of maintenance and repair expenses on particular vehicle, as well as higher than normal consumption of fuel pattern to supervisor;
  6. Provide information to superior about private use of official transport for further action; and
  7. Perform any other duties assigned by superior(s).
-

**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:** Junior Transport Officer

**BS:** 16

**Report to:** Transport Officer

**JOB DESCRIPTION:**

1. Ensure maintenance of movement registers by the Staff Car Drivers immediately after the duty;
  2. Ensure inspection and maintenance of vehicles;
  3. Ensure maintenance of discipline amongst staff of the Transport Cell and Staff Car Drivers;
  4. Ensure transport facility to all national and international delegations proceeding to National Assembly Secretariat;
  5. To scrutinize the repair estimates and bills of workshops and firms regarding repair/maintenance of vehicles;
  6. To ensure proper accounting, issue and use of POL;
  7. Ensure scrutiny of repair cases for approval by the competent authorities; and
  8. Act in assistance of Transport Officer for smooth functioning of Transport Cell.
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**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:**           **Transport Assistant / Junior Transport Assistant**  
**BS:**                       **15 / 09**  
**Report to:**             **Transport Officer**

**JOB DESCRIPTION:**

1. Ensure maintenance of movement registers by the Staff Car Drivers immediately after the duty;
  2. Ensure inspection and maintenance of vehicles;
  3. Ensure maintenance of discipline amongst staff of the Transport Cell and Staff Car Drivers;
  4. Ensure transport facility to all national and international delegations proceeding to National Assembly Secretariat;
  5. To scrutinize the repair estimates and bills of workshops and firms regarding repair/maintenance of vehicles;
  6. To ensure proper accounting, issue and use of POL;
  7. Ensure scrutiny of repair cases for approval by the competent authorities; and
  8. Act in assistance of Transport Officer for smooth functioning of Transport Cell.
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**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:** Speech Writer (Urdu/English)

**BS:** 18

**Report to:** Director (Media)

**JOB DESCRIPTION:**

1. Receive instructions from Speaker/Deputy Speaker/Secretary to write speech, along-with some details about the occasion, topic, executive summary and outline of talking points to be covered;
  2. Draw up draft of speech, keeping the occasion and the audience in mind and obtain approval. Keep protocol aspects in view for the opening and closing parts of the speech;
  3. Finalize script on receiving feedback, incorporating amendments, additions etc;
  4. Keep self well informed about local and global events, seek guidance from Foreign Office about country profile in case of foreign visits;
  5. Relevance of contents to purpose and occasion;
  6. Using diplomatic language in sensitive areas; and
  7. Keep a balance between Government and Opposition while writing speeches, remaining non-partisan.
  8. Perform any other duty as assigned by the superior (s).
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**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:**           **House Attendance Officer (Notice)**

**BS:**                       **18**

**Report to:**           **Deputy Secretary (Legislation)**

**JOB DESCRIPTION:**

- (1) Take physical count of Members present in the House and report to Speaker if quorum is pointed out;
  - (2) Maintain attendance register of Members attending a session and monitor absence of members and grant of leave under the Rules of Procedure;
  - (3) Prepare list of MNAs in alphabetical order for input into seating arrangements;
  - (4) On prorogation of the Assembly, prepare summary of attendance and give copy to budget branch for their action relating to payment of allowances etc;
  - (5) Prepare summary of attendance of Members on the prorogation of each session;
  - (6) Prepare summary of attendance on after prorogation of each Session of National Assembly/Joint Session; and
  - (7) Perform any other duty assigned by senior officers.
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**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:**           **Garage Superintendent**

**BS:**                       **12**

**Report to:**           **Transport Officer**

**JOB DESCRIPTION:**

1. Safe and cautious driving ensuring safety of passengers and vehicle;
2. Ensure inspection and maintenance of vehicles;
3. Ensure maintenance of discipline amongst Staff Car Drivers;
4. Ensure transport facility to all national and international delegations proceeding to National Assembly Secretariat;
5. To scrutinize the admissibility of repair requests before submission to the Transport Cell regarding repair/maintenance of vehicles;
6. Act in assistance of Transport Officer for smooth functioning of Transport Cell.
7. Any other duty assigned by the superior (s).

**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:**            **Book Binder**  
**BS:**                        **05**  
**Report to:**            **Deputy Librarian**

**JOB DESCRIPTION:**

1. Binding of documents/books/reports;
  2. Repairing of damaged bindings of books;
  3. Spiral binding of papers/documents/reports of Standing Committees of various branches of this Secretariat;
  4. Maintenance o record placed in the Library;
  5. Arrange newspapers & periodicals;
  6. Spine labeling of books; and
  7. Any other duty assigned by the Chief Librarian.
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**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:** Bus/Staff Car Driver  
**BS:** 04  
**Report to:** Junior Transport Officer

**JOB DESCRIPTION:**

1. Safe and cautious driving ensuring safety of passengers and vehicle;
  2. Ensure inspection and maintenance of vehicles;
  3. Ensure maintenance of discipline amongst staff of the Transport Cell and Staff Car Drivers;
  4. Ensure transport facility to all national and international delegations proceeding to National Assembly Secretariat;
  5. To scrutinize the repair estimates and bills of workshops and firms regarding repair/maintenance of vehicles;
  6. To ensure proper accounting, issue and use of POL;
  7. Ensure scrutiny of repair cases for approval by the competent authorities; and
  8. Act in assistance of Transport Officer for smooth functioning of Transport Cell.
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**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:** Despatch Rider  
**BS:** 04  
**Report to:** Superintendent (R&I)

**JOB DESCRIPTION:**

1. Deliver mail and files efficiently;
  2. Deliver official documents, mail and files etc to the Ministries, Divisions, Field offices and other agencies, departments etc;
  3. Maintain safety & security of official mail;
  4. Take proper receipt on delivery of dak;
  5. Maintain dak book;
  6. Maintain official conveyance;
  7. Provide daily compliance report to Superintendent; and
  8. Perform any other responsibility assigned by the competent authority.
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**NATIONAL ASSEMBLY SECRETARIAT**

**Designation:** Naib Qasid/Qasid/Daftry  
**BS:** 01/02  
**Report to:** Superintendent/Officer In-charge

**JOB DESCRIPTION:**

1. To organize and maintain office record;
  2. To place and retrieve files from the record;
  3. Stitching of files as and when asked;
  4. Courteous and polite interaction with all visitors to the office;
  5. Provide refreshments to visitors of officers;
  6. Carrying from one place to another within and outside office premises, official files/papers;
  7. Maintain tidiness of the office, furniture including dusting of office furniture, record etc;
  8. Conducting visitors to officers;
  9. Providing drinking water to the officers and staff;
  10. Carriage of steel boxes containing secret/confidential files from one officer to another;
  11. Shifting of articles of light furniture e.g. chairs, side racks, small side tables etc. from one place to another within office premises as and when asked; and
  12. Any other duty assigned by the superiors.
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