

JOB DESCRIPTION OF OFFICERS OF TMR WING SGA&CD

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1. CHIEF INSTRUCTOR

The Chief Instructor's responsibilities are as follows:

- To supervise the assigned Trainings;
- To supervise the development of Course plan;
- To supervise the development of Training Guidelines;
- To prepare list of proposed guest speakers as per course plan;
- To supervise the preparation of Training materials such as Case Studies, Tutorial Discussions, Topics for Extempore Public Speaking (Fasahat), Revenue Research Papers & Current Issue Presentations etc;
- To supervise the preparation & finalization of Training Assessment along with Syndicate Supervisors & directors as per pre-designed assessment criteria;
- To supervise the work of Directors and Deputy Directors in his reporting channel;
- To coordinate with DG, TMR for admin and financial issues;
- To report to Secretary/ACS on his assignments;

2. DIRECTOR TRAINING

- To organise & conduct the Revenue Research Papers i.e RRP (including review of drafts & Presentations and its final assessment);
- To organise & conduct the Current Issue Presentations i.e CIPs (including review of drafts & Presentations and its final assessment);
- To plan and conduct Training modules with the assistance of Director (T&A) and Deputy Director (Academic)
- To act as Syndicate Supervisor of a Syndicate;
- To supervise the work of Deputy Directors in his/her reporting channel;
- To monitor the conduct of Training activities;
- To supervise the work of assigned Trainee committees;
- To assist & report to CI for his assignments;
- Any other task specially assigned by Secretary TMR Wing.

3. DIRECTOR (Research)

- To assist CI in finalisation of Assessment Criteria for trainings in coordination with Director (T&A);
- To Plan, prepare and conduct various research related activities such as Case Studies, Tutorial Discussions, Tutorial debate and Fasahat under supervision of CI;
- To coordinate with the Guest Speakers before & after the session for proper protocol;
- To act as Syndicate Supervisor of a Syndicate;
- To supervise any committee of the trainee officers constituted during trainings;
- To report to CI for his/her assignments;
- Any other task specially assigned by Secretary TMR Wing.

4. DIRECTOR (Training & Assessment)

- To assist CIs in finalisation of weekly schedule with the assistance of Deputy Director (Academic);
- To prepare the guidelines for LSVs & NST with the assistance of Deputy Director (Training-I) & Deputy Directors (I&C);
- To assist CIs in finalisation of Assessment Criteria for training programs;
- To prepare the question papers and plan for taking Module Comprehension (MCQ), Baseline Test (Pre-assessment test) & Analysis Papers of probationers under guidance of CIs;
- To finalise the Assessment of Examinations;
- To act as Controller of Examination for the training programs;
- To coordinate with Admn wing for NST program logistics & prepare the NST Guidelines;
- To report to CIs for his assignments;
- To Coordinate with the Guest Speaker for Trainings;
- Any other task specially assigned by Secretary TMR Wing.

5. DIRECTOR IT

- To develop the IT course plan, coordinate with IT Faculty for delivering lectures in the IT orientation week;
- To provide direction, guidance, and training to the Trainees regarding IT related assignments;
- To protect the sensitive data, systems and applications from external threats;
- To develop, manage and implement end-to-end ICT systems and Program Management & Implementation Framework (especially LMS);
- To devise training plans for Capacity Building on IT-related skills of officers & Trainees;
- To assist in procurement of IT related equipment and software etc;
- To update the Training activities on TMR website & Facebook page and other social media platforms;
- To ensure proper working of Class surveillance system, multimedia and graphic system, and Audio & video system;
- To store and maintain all training related data;
- To conduct online tests & its assessment;
- To supervise the Conduct of faculty assessment & providing reports for review of the Secretary, TMR & CIs;
- To supervise the work of DD (IT) & IT Wing's staff;
- Any other assignment specially assigned by the Secretary.

6. DEPUTY DIRECTOR TRAINING

- To report & assist the Director Training in performance of his duties;
- To facilitate and coordinate with the trainees;
- To facilitate & coordinate with the Guest speakers for proper facilitation;
- To supervise the work of Assistant Director Training;
- To assist & report to Director (T & A) in case of Planning and arranging all LSVs;
- To coordinate with visiting organisations for LSVs;
- To maintain the record of various Training activities conducted;
- To perform any other assignment specially assigned by Secretary, CIs,

7. DEPUTY DIRECTOR ACADEMIC

- To report & assist the Director Training-II in performance of his duties;
- To facilitate and coordinate with the trainees;
- To assist Director (T&A) in preparation of weekly schedule;
- To coordinate with Guest Speakers, Reviewers, institutions etc. for conducting various training activities;
- To coordinate with Protocol Section & Deputy Director (I&C) for arranging pick & drop of Guest Speakers;
- To initiate the payment of Honorarium to speakers, reviewers;
- To maintain the record of all assignments (synopsis and drafts/ write-ups of CIPs, TDs, RRP, CSRs and Fasahat),
- To issue all types of communication with the probationers including issuance of notifications, advices etc;
- To supervise the work of Assistant Director Training
- To perform any other assignment specially assigned by the Secretary & CIs;

8. SENIOR MANAGER DATA BASE/DEPUTY DIRECTOR (IT)

- To develop the IT course plan, coordinate with IT Faculty for delivering lectures in the IT orientation week;
- To conduct Registration of Trainees,
- To Generate ID cards data,
- To Conduct zoom sessions,
- To ensure IT management in classes,
- To ensure Biometric device operation,
- To provide daily Attendance management and IT Exams management;
- To handle class lectures data.
- To update the Training activities on TMR website & Facebook page,
- To ensure proper working of Class surveillance system, multimedia and graphic system, and Audio & video system;
- To maintain Trainees database
- To conduct online tests & its assessment;
- To arrange the Conduct of faculty assessment & generate its report for review of Secretary;
- To design & conduct Trainees peer review Assessment;
- To perform the functions assigned to Director IT (in case the post is vacant)
- Any other assignment specially assigned by the Secretary.

9. Superintendent/Assistant Director (Training)

- To head the basic section of work;
- To open files in his section related to works assigned to him;
- To initiate the files for disposal of various matters and works related to his section;
- To assist & report to Deputy Director in discharge of his duties;
- To perform any other assignment specially assigned by the Directors, CIs, DG & Secretary;