NOTIFICATION

No.SO(AHP-I)18-JD/2024: The Job Description of the posts of **Software Engineer (BS-17) & Manager IT (BS-17)** under Specialized Healthcare & Medical Education Department is hereby approved as detailed below:

Job Title	Software Engineer (BS-17) & Manager IT (BS-17)
Reports to	Head of Department
Duties and Responsibilities	He / she shall be responsible: i. To abide by the directions of Head of Department (HoD) in handling IT issues in the department / hospital and to inform immediately to HoD in the case of any untoward situation / emergency. ii. To ensure uninterrupted IT services for effective hospital / institution service delivery. iii. To design, develop, implement and maintain software applications and information systems that support the digital transformation of the Specialized Healthcare & Medical Education Department and affiliated hospitals (e.g., HMIS modules, radiology/PACS interfaces, document management, and reporting tools), ensuring high quality, reliability, security, and scalability. iv. For Software Development & Maintenance under his jurisdiction. v. For developing of new features, enhancements, and bug-fixes to meet the IT standards vi. For Database & Server-Side Development under his jurisdiction. vii. For System Integration & Interfacing. viii. For Quality Assurance & Testing of IT equipments / systems / environments. ix. To prepare comprehensive technical documentation, including Software Requirements Specifications (SRS) etc. as directed by the Head of Department. x. For developing and delivering training materials for hospital staff and departmental personnel. xi. For Support & Troubleshooting of IT issues faced in his concerned hospital / institution. xii. For Security of IT equipments & compliance of directions of the Department. xiii. To make himself available for emergencies as per notified duty roster / schedule. xiv. To make effective supervision of subordinate staff for better health service delivery to the patients. xv. To have good coordination among other staff for better IT services. xvi. To ensure timely writing of PERs of subordinates under rules / policy. xvii. To perform the job of Hardware Engineer in his / her absence. xviii. Any other duty assigned by the Authority under rules / policy.

SECRETARY
SPECIALIZED HEALTHCARE &
MEDICAL EDUCATION DEPARTMENT

A copy is forwarded for information and necessary action to:

1. All V.C./Principal/Dean/MD/MS/ED/COO/CEO, under SHC&ME Department.
2. Director General Health Services Punjab, Lahore.
3. PS to Secretary, SHC&ME Department.
4. PS to Special Secretary (OPS), SHC&ME Department.
5. PS to Secretary, Health & Population Department.
6. PAs to all Additional Secretaries, SHC&ME Department.
7. PAs to all Deputy Secretaries, SHC&ME Department.
8. All concerned.

SECTION OFFICER (AHP-I)