

JOB DESCRIPTION - SECTION OFFICERS

S.NO.	POST	JOB ASSIGNMENT
1.	Section Officer (Sports)	• The Section Officer (Sports) is responsible for disposing off all cases pertaining to Sports Section relating to Sports Activities. • The Section Officer (Sports) is responsible for keeping / maintaining record matter relating to his section. • The Section Officer (Sports) is responsible for making necessary correspondence with Directorate of Sports for successful organization of various Sports activities throughout the Province. • The Section Officer (Sports) is responsible for processing all matters relating to Financial Assistance to various Sports Association. • The Section Officer (Sports) is responsible for processing cases of registration of sports associations. • The Section Officer (Sports) is responsible for maintenance of record of all official work which is assigned to Sports Section. • Any other task assigned by the Secretary, S&YAD or Senior Officers.
2.	Section Officer (YA)	• The Section Officer (YA) is responsible for disposing off all cases pertaining to Youth Section relating to Sports Activities. • The Section Officer (YA) is responsible for making necessary correspondence with Directorate of Youth Affairs for successful organization of various youth activities throughout the Province. • The Section Officer (YA) is responsible for processing all matters relating to Financial Assistance to various Youth Association. • The Section Officer (YA) is responsible for processing cases of registration of Youth associations. • The Section Officer (YA) is responsible for maintenance of record of all official work which is assigned to Youth Affairs Section. • Any other task assigned by the Secretary, S&YAD or Senior Officers.
3.	Section Officer (Gen)	• The Section Officer (General) is responsible for disposing off all internal matters of Sports & Youth Affairs Department (Secretariat Side). • The Section Officer (General) is responsible for keeping record of Officers / Officials of Secretariat side posted from SGA&CD. • The Section Officer (General) is responsible for making correspondence with SGA&CD for transfer / posting of Officers / Officials in the Department.

		• The Section Officer (General) is responsible for making correspondence with Accountant General, Sindh / Concerned Accounts Section for all financial matters relating to Officers / Officials of the Department. • The Section Officer (Gen) shall process and dispose all assembly questions relating to Sports & Youth Affairs Department. • The Section Officer (Gen) shall process and dispose all President Directives, P.M. directives / portal, C.M. directives / portal & C.S. directives relating to Sports & Youth Affairs Department. • The Section Officer (General) is responsible for maintenance of record of all official work which is assigned to General Section. • Any other task assigned by the Secretary, S&YAD or Senior Officers.
4.	Section Officer (Budget)	• The Section Officer (Budget) is responsible for dealing with all matters relating to budget and expenditures of Sports & Youth Affairs Department and its lower formation / attached offices. • The Section Officer (Budget) is responsible for dealing matters relating to PAC and DAC. • The Section Officer (Budget) is responsible to make correspondence with Finance Department for matter relating to releases, SNE, budget and other related matters. • The Section Officer (Budget) is responsible for maintenance of record of all official work which is assigned to Budget Section. • Any other task assigned by the Secretary, S&YAD or Senior Officers.
5.	Section Officer (Admn)	• The Section Officer (Admn) is responsible for disposing off all cases pertaining to Admin section. • The Section Officer (Admn) is responsible for keeping / maintaining record of Officers / Officials BPS-16 and above of all lower formation / attached Department. • The Section Officer (Admn) is responsible for all administrative matters relating to lower formation / attached Department of Sports & Youth Affairs Department. • The Section Officer (Admn) is responsible for keeping record of sanctioned, working & vacancy position of lower formation / attached Department. • The Section Officer (Admn) shall deal all matters relating to appointment, promotion & transfer / posting of lower formations / attached departments i.e.: ✓ Directorate of Sports, Sindh ✓ Directorate of Youth Affairs, Sindh

		✓ Engineering Wing, Sports & Youth Affairs Department, Sindh ✓ Sindh Sports Board • The Section Officer (Admn) is responsible for maintenance of record of all official work which is assigned to Section Admin.
6.	Section Officer (Development)	• The Section Officer (Development) is responsible for dealing with all matters relating to ADP schemes of Sports & Youth Affairs Department. • The Section Officer (Development) is responsible to make correspondence with Engineering Wing of S&YA Department and other concerned Department for matters relating to approval of development schemes, its releases and other related matters to development schemes. • The Section Officer (Development) is responsible for maintenance of record of all official work which is assigned to Development Section. • Any other task assigned by the Secretary, S&YAD or Senior Officers.