

Jobs Description

Islamabad Police requires the services of qualified, highly talented and self-motivated Officers of Federal / Provincial Government Officers/Autonomous bodies, presently working in BPS -19, 18, 17, 16 & 15 (or equivalent) on regular basis, against the following positions, on deputation basis, on standard terms & conditions:

S#	Name of Post	Job Description
1	<p>Director Technical (BS-19) <u>Vacancy: 01</u> <u>Place of Posting:</u> Islamabad</p>	<p>Complete construction work sheets every morning and ensure their accuracy.</p> <p>Monitor and track work of contractors & team to ensure accountability and accuracy as well as making sure that specifications are being met and standards are being following for both construction and safety.</p> <p>Ensure all crews have safety vests, cones truck signs, hard hats and any other required safety gear.</p> <p>Safety is very important and our crews must maintain a professional appearance.</p> <p>In case of any emergency situation ensure presence at site and submission of report to the management along with the detail. Moreover, re-store the connectivity as early as possible.</p> <p>Supervise the designing, implementation of supply, installation, testing, commissioning and training, maintenance & support of command-and-control system through experts.</p> <p>Ensure the establishment and smooth working of all the services related to Command, Control and Centre (CCC) Ill the form of Video surveillance, Integrated data & voice communication platform for telephone and radio communications, Traffic management (ANPR, IVS, E-Ticketing, VMS etc.), Call Center, Response management through dispatch system, GPS-enabled vehicles, Automatic Vehicle Location System, Data center and etc. Networking for provision of redundant connectivity links.</p>
	<p>Assistant Director Infrastructure (BS-17) <u>Vacancy: 01</u> <u>Place of Posting:</u> Islamabad</p>	<p>Support the Director Operations</p> <p>Handle full spectrum of purchasing functions</p> <p>Responsible for sourcing.</p> <p>Selection and negotiation will suppliers to strive for the best commercial and delivery terms</p> <p>Must have knowledge of IT Equipment (Servers, Networking Equipment, Desktop, Laptops, Switches and Routers) and construction vendors.</p>

		<p>Evaluate vendor's quotation to ensure that they are in line with the technical, and commercial specifications required.</p> <p>Advise internal and external on issues regarding purchasing Terms & Conditions</p> <p>In charge of daily operational purchasing needs such as planning, issuing and following up on Purchase Orders delivery and shipment schedules.</p> <p>Manage purchasing cycle including request for quotation, PO creation, PS follow up, goods receipt and supplier billing. Resolve supply, quality, service and invoicing issues with vendors.</p> <p>Evaluate supplier performance based on quality standards, delivery time & best prices and ensure all the criteria are met & best prices and ensured all the criteria are met according to the organizational requirements and expectation.</p> <p>Prepare data or reports to support purchase strategy and cost down analysis short led time requirements. Undertake any other duties as assigned.</p>
4	<p>Assistant Director Optical Fiber Cable (BS-17) Vacancy: 02 <u>Place of Posting:</u> Islamabad</p>	<p>Lead a project team within residential, rural l, and metropolitan including in house crews and sub-contractors</p> <p>Manage project budget, scope definition, and project lifecycle with profit and loss responsibilities under Construction Manager direction.</p> <p>Manage and track project milestones and timelines. Track, review. and approve in-house and daily production reports, create and manage progressive project documentation.</p> <p>Manage project scope of work (SOW_), project change orders and materials procurement sufficient to meet contractual requirements.</p> <p>Mange relationship to coordinate with customers, city officials, jurisdictional authorities, and utility representatives. Assisting in building out both underground and aerial aspects of the FTTH and FTTP network which requires the quality to be held to the strictest of standard.</p> <p>Supervise in house and subcontract resources.</p> <p>Generate reports and provide feedback based upon information received and knowledge of industry standard and experience</p> <p>Provide technical support for Field, Operations, management and staff.</p>

		<p>Working knowledge in underground utility construction, including conduit construction, knowledge of Outside Plant Safety and Procedures.</p> <p>Working knowledge of engineering work prints ability to understand and interpret construction documents as applicable.</p> <p>Ensure start and completion dates for each aspect of the department's expectations Pre-plan to ensure that the resources are available for the start of construction, splicing and clean-up.</p>
5	<p>Assistant Director Technical Administration (BS-17) <u>Vacancy: 01</u> <u>Place of Posting:</u> Islamabad</p>	<p>Provide support to implement, manage team and technical inputs; Identify risks, mitigation plans, technical review and budget strategies.</p> <p>Develops plans that are practical and of appropriate scope, and includes identification of stockholders and assessment of resource needs.</p> <p>Supervise and coordinate the work of other staff of the domain.</p> <p>Undertake monitoring activities and prepare results based on regular reports and briefs with regard to the technical work(s);</p> <p>Provide administrative and management support to Director Technical and Dy. Director Operations Network;</p> <p>Coordinate with the various stakeholders for effective coordination and dialogue;</p>
7	<p>Network Engineers/Assistant Director (BS-17) <u>Vacancy: 02</u> <u>Place of Posting:</u> Islamabad</p>	<p>Support the Director Technical and Dy. Director Operations Network in implementing and developing policies, goals and tasks,</p> <p>Work with the external technical consultants to develop the requirements for Radio communication to support this strategic asset.</p> <p>Ensure that both voice and data communication is aligned to the operational needs of ICT Police.</p> <p>Validate and test the solution for integrated communication Platform.</p> <p>Design and implement communication architecture (including hardware and software technology, site locations, and integration of technologies), mobile communications and data service requirements.</p> <p>Support the implementation of the Communication solution.</p>

		<p>Must demonstrate ability to maintain confidentiality of sensitive data. Using GIS to design large Fiber networks. Splicing and network connectivity.</p> <p>Understanding splice loss, reflectance, mode field diameter mismatch, Optical return loss, loss budget, link-loss, etc.</p> <p>Excellent verbal and written communication skill; Critical thinking</p> <p>Engineering analysis and design software.</p>
8	<p>Field Coordinator (BS-16) <u>Vacancy:</u> 01 <u>Place of Posting:</u> Islamabad</p>	<p>Assist middle management in implementation of field sites equipment including surveillance cameras, poles, etc.</p> <p>Assist middle management in field sites equipment management to ensure that their smooth implantation and functioning.</p> <p>Establish and execute the framework for surveying of field site equipment. Develop tasks and responsibilities, developing project milestones assessing resource requirements and putting in place a strategic monitoring and review system.</p> <p>Assist the middle management in outlining requirements for specialized field equipment; Assist the middle management in implementation of specialized field assets;</p> <p>Ensure that the work plan of the research is delivered in the most effective and efficient fashion;</p> <p>Expertise to supervise and conduct field surveys to ensure that work execution should be in accordance with design specifications;</p> <p>Assist middle management in planning, coordinating and delivery of tasks related to field equipment;</p> <p>Provide functional support in areas of field sites equipment by collecting and analyzing data;</p> <p>Must demonstrate ability to maintain confidentiality of sensitive data</p> <p>Perform any other task as assigned by the senior management</p>
9	<p>O&M Technical Supervisor (BS-16) <u>Vacancy:</u> 03 <u>Place of Posting:</u> Islamabad</p>	<p>Under the direction of Director Operations, Director System, Dy. Director Fiber Optic, Assistant Director utility the O&M Technician is responsible for performing a variety of work task involving and associated with the operation and</p>

		<p>maintenance of facility equipment and systems.</p> <p>The O&M Technician may be assigned to either a day based or rotating shift work schedule, and must possess or develop fundamental knowledge of relevant field for which he is appointed e.g. general O&M Electrical, Mechanical, Technical, Fiber Optic and etc.</p> <p>However, few of the responsibilities are as under:- Operates, controls and monitors generation, auxiliary and balance of equipment, systems and Fiber Optic, and supports other technicians performing these tasks.</p> <p>Performs mechanical and general maintenance and improvement tasks including installation, Modification, Inspection, Repair and troubleshooting. Support technicians performing these tasks.</p> <p>Follows a work schedule determined by the management and responds to call out and coverage requests during non-schedule work hours.</p> <p>Completes required training, participates in the development of training content and materials, and provides on- the- job training to others in areas(s) of proficiency.</p>
10	<p>Electrical Technicians (BS-15) Vacancy: 02 Place of Posting: Islamabad</p>	<p>Respond quickly to all service requests and efficiently repair electrical system. Work rapidly without compromising quality in order to minimize down times Communicate estimated timelines for repairs to those impacted.</p> <p>Conduct tests and assessments of new systems and repairs to ensure quality Commit to compliance with all safety standard and regulations at all times.</p> <p>Perform preventative maintenance to stay ahead of potential issues.</p> <p>Troubleshoot all problems effectively, performing quality, lasting repairs. o</p> <p>Install new equipment and wiring to expand infrastructure as needed.</p> <p>Log all services and report progress to management</p> <p>Always seek the solution that is most cost effective without compromising Quality</p> <p>Assess systems and suggest modifications to prevent future issues. Maintain all equipment in excellent working order</p>

		Maintain a clean and organized work environment.
11	<p>CSSR Agents (BS-15) Vacancy: 39 Place of Posting: Islamabad</p>	<p>To facilitate citizens with the possible and quick solution who contact the Police Helpline (15) in case of any emergency for help.</p> <p>Answering all phones calls received from citizens, professionally responding and forwarded complaints to the concerned.</p> <p>To fill the mandatory field including above information and logged the</p> <p>Complaint under General case>Criminal Case >(Theft). To inform the caller that his/her complaint has been logged and the concerned Police Station will contact with you as soon as possible (ASAP).</p> <p>To check the complaint and forward to concerned/relevant department for further action.</p> <p>Handling and resolving citizens' complaints regarding any emergency: Identifying, escalating priority issues and reporting to the high-level management.</p> <p>Completing call notes and reports as necessary and updating them in the Computer Aided Dispatch (CAD) System.</p> <p>Recording details of comments, inquiries, complaints, and action taken.</p> <p>Managing administration, communicating and coordinating with internal departments.</p> <p>Performs other duties as assigned by seniors.</p>