

Job Description

General Section	Environment Section	Coastal Development Section	Climate Change Section	IT Section
<ol style="list-style-type: none"> 1. Administration of Secretariat 2. Budget officer 3. D.D.O Powers 4. Accounts & Audit 5. All service matters and court of SGA&CD matters 6. Sindh Environmental Protection Tribunal 7. Miscellaneous 	<ol style="list-style-type: none"> 1. All Administration affairs of SEPA (Transfer, Posting & Promotion), seniority, litigations, recruitment and disciplinary proceedings. 2. Prime Minister's / Chief Minister's / Minister's / Chief Secretary's Directives related to SEPA 3. Foreign Trainings awarded by the Federal Government related to SEPA 4. Court matters pertaining to Environment 5. Assembly question pertaining to Environment 	<ol style="list-style-type: none"> 1. All Administration affairs of SCDA (Transfer, Posting & Promotion), seniority, litigations, recruitment and disciplinary proceedings. 2. Prime Minister's / Chief Minister's / Minister's / Chief Secretary's Directives related to SCDA 3. Foreign Trainings awarded by the Federal Government related to SCDA 4. Court matters pertaining to SCDA 5. Assembly question pertaining to SCDA 	<ol style="list-style-type: none"> 1. All Administration affairs of Climate Change (Transfer, Posting & Promotion), seniority, litigations, recruitment and disciplinary proceedings. 2. Prime Minister's / Chief Minister's / Minister's / Chief Secretary's Directives related to Climate Change 3. Foreign Trainings awarded by the Federal Government related to Climate Change 4. Court matters pertaining to Climate Change 5. Assembly question pertaining to Climate Change 6. Media Reports 	<ol style="list-style-type: none"> 1. IT Matters 2. Website Management 3. Application Development & Management 4. Hardware & Software Management 5. Directives pertaining to President, Prime Minister's / Chief Minister's / Chief Secretary's 6. Social Media