



GOVERNMENT OF BALOCHISTAN
POPULATION WELFARE DEPARTMENT
(Admn Section)

Dated Quetta **January 6, 2025.**

NOTIFICATION

NO.SO-II/10(1)/BPWD/2022-23/21-25 The Competent Authority has been pleased to notify the "Job Discriptions" of the Officers of the Population Welfare Department Balochistan with immediate effect:

1. DIRECTOR GENERAL POPULATION WELFARE BALOCHISTAN (BPS-20)

➤ **Job Description:-**

- 1) Overall, the Director General of Population Welfare Department plays a critical role in promoting population welfare program, family planning and reproductive health in Balochistan.
- 2) The Director General is responsible for developing and implementing policies related to population welfare in Balochistan. This includes formulating strategies and plans to address population growth, maternal and child health, Reproductive, Sexual Health and Family Planning in Balochistan Province.
- 3) The Director General is responsible for overseeing the planning, implementation, and management of all population welfare programs in Balochistan. This includes working with Regional Directors, DWPOs and Tehsil Population Officers to ensure that programs are designed and executed effectively, within budget and timelines.
- 4) The Director General will be the budget holder of the Directorate General (DG) Population and will manage the budget allocated for the department and develop strategies for raising additional funds to support population welfare programs.
- 5) He/She will coordinate and involve working with government departments, NGOs, and other stakeholders to pool and secure funding.
- 6) The Director General is responsible for managing the department's staff, including recruitment, training, performance evaluation and posting / transfer as per Balochistan Civil Servant APT rules, 2009.
- 7) The Director General is also responsible for building the capacity of staff to ensure the effective implementation of population welfare programs.
- 8) The Director General must work closely with other stakeholders, such as government departments (especially Health Department), NGOs, and healthcare providers, to ensure the effective implementation of population welfare programs. This includes coordinating with other departments to integrate population welfare programs, called functional integration with other health and social services.
- 9) The Director General must oversee the monitoring and evaluation of all population welfare programs in Balochistan to ensure that they are achieving their objectives. This involves analyzing data, conducting surveys and research, and providing regular reports to the relevant authorities.
- 10) Develop implementation strategies and plans for the Department, ensuring their alignments with objectives.



- 11) Lead, motivate and engage subordinates to develop high performing managerial team.
- 12) Oversee all activities to ensure that they produce the desired results and are consistent with the strategies of the organization.
- 13) Review financial, non-financial reports to devise solutions or improvements.
- 14) Build trust relation with key partners and stakeholders and act as point of contact.
- 15) To carry out other technical and managerial tasks of the comparable nature as assigned by the Population Welfare Department and the competent authority.
- 16) To exercise the financial powers as prescribed in the Balochistan Delegation of Financial Powers and Re-Appropriation Rules, 2019.
- 17) To perform in compliance with policies, rules and regulations as prescribed by the Government of Balochistan.
- 18) Prepare procurement plan and procurement / utilization will be done in compliance with and as per the BPPRA rules.
- 19) To implement the development related projects / schemes as per guidelines / rules issued by Planning & Development Department, Government of Balochistan as in vogue.

2. DIVISIONAL DIRECTOR POPULATION WELFARE DEPARTMENT (BPS-19)

> Job Description:-

- 1) The primary responsibility of Divisional Director of Population Welfare Department in Balochistan would be to manage and supervise/monitor the implementation of population welfare programs in the districts in the designated division.
- 2) Developing and proposing policy interventions and strategies to promote family planning, reproductive health, and maternal and child health.
- 3) Managing and coordinating the work of subordinate staff, including program managers i.e. District Population Welfare Officers, Tehsil Population Welfare Officers, field workers, and administrative staff.
- 4) Providing technical assistance and training to staff to ensure they have the necessary skills to implement programs effectively.
- 5) Establishing and maintaining relationships with key stakeholders, including government officials / Divisional Commissioner's office, community leaders, and other partners.
- 6) Supervise and monitor the districts and service delivery outlets for improved service delivery.
- 7) Preparing and submitting reports on program activities of the districts of his/her division and progress to senior management and other stakeholders.
- 8) Collecting data from the districts and demographers; the same to be compiled and submitted to the Director General and Population Welfare Department.
- 9) Monitor and supervise the activities of districts of respective division.
- 10) Supervise the contraceptives availability in all facilities of PWD, Health Department, PPHI and other partners. He will also supervise whether compliance with regard to the contraceptives utilization and reporting on CLMIS is done by all the districts and the facilities.

- 11) Ensuring compliance with relevant regulations and guidelines related to population welfare program.
- 12) Developing, proposing budget for the division for the coming Financial Year.
- 13) Managing budgets for program activities, including monitoring expenditures and ensuring resources are used effectively as prescribed in the Balochistan Delegation of Financial Powers and Re-Appropriation Rules, 2019.
- 14) Identifying trends and emerging issues related to population welfare, and using this information to inform program development and implementation.
- 15) The Divisional Director of Population Welfare Department will play a critical role in improving the health and well-being of the population by promoting access to quality reproductive health services and promoting healthy family planning practices.
- 16) To exercise the financial powers as prescribed in the Balochistan Delegation of Financial Powers and Re-Appropriation Rules, 2019.
- 17) To perform in compliance with policies, rules and regulations as prescribed by the Government of Balochistan.
- 18) Prepare procurement plan and procurement / utilization will be done in compliance with and as per the BPPRA rules.
- 19) To implement the development related projects / schemes as per guidelines / rules issued by Planning & Development Department, Government of Balochistan as in vogue.
- 20) Responsible for managing the department's staff, including recruitment, training, performance evaluation and posting / transfer as per Balochistan Civil Servant APT rules, 2009.

3. DISTRICT POPULATION WELFARE OFFICER (BPS-18)

➤ Job Description:-

- 1) The District Population Welfare Officer will play a critical role in improving the health and well-being of the population by promoting access to quality reproductive health services and promoting healthy family planning practices at the district level.
- 2) District Population Welfare Officer Responsibility would be to oversee and manage and supervise (supportive supervision) the implementation of population welfare programs in the assigned district.
- 3) Implementing policies and strategies of the Population Welfare Department (PWD) to promote reproductive health services and family planning in the district.
- 4) To oversee and manage the implementation of population welfare programs in the assigned district for providing Sexual/Reproductive Health, and maternal and child health.
- 5) Managing and coordinating the work of subordinate staff, including program staff, field workers, and administrative staff.
- 6) Providing technical assistance and training to staff to ensure they have the necessary skills to implement programs effectively.



- 7) Establishing and maintaining relationships with key stakeholders, including government officials, community leaders, and other partners.
- 8) Ensuring that contraceptives are available at all service deliveries of reproductive health facilities and others, as well as providing education and counseling to individuals and couples on family planning methods.
- 9) In order to ensure compliance with the utilization of contraceptives at health facilities, DPWO will work closely with health providers and managers to monitor the availability and distribution of contraceptives.
- 10) He / She will conduct regular visits to health facilities to assess utilization rates and provide feedback and guidance as needed.
- 11) He / She will coordinate with partners for promoting Contraceptive Prevalence Rate (CPR) in Balochistan.
- 12) Conducting outreach activities to promote population welfare programs and services, including health education campaigns and awareness-raising activities through Service providers.
- 13) Ensuring counseling and support to individuals and families on family planning, reproductive health, and related issues.
- 14) Ensuring compliance with relevant regulations and guidelines related to population welfare programs.
- 15) Act as Drawing and Disbursing Officer (DDO) in the district.
- 16) Proposing budget and managing budgets for program activities, including monitoring expenditures and ensuring resources are used effectively as prescribed in the Balochistan Delegation of Financial Powers and Re-Appropriation Rules, 2019.
- 17) Preparing and submitting reports on program activities and progress to senior management and other stakeholders.
- 18) To be Responsible for the overall Implementation of the Population Welfare Programme in the District.
- 19) To exercise control and supervise the field functionaries.
- 20) To collaborate and co-ordinate with other nation-building department, local institutions and voluntary agencies for promotion of the Population Welfare Programme.
- 21) To involve and seek co-operation of public representatives and other local influential/ opinion leaders in Population Welfare activities.
- 22) To be responsible for monitoring and evaluation of Programme operations in the district and provide feedback to the concerned authorities.
- 23) To identify and point out weaknesses in implementation of the programme and suggest remedial measures.
- 24) To maintain close liaison with the public and report to the authorities on problems faced in the field.
- 25) To organize and help in the conduct of training/ orientation courses for programme functionaries and other target groups.
- 26) To be responsible for the establishment and operation of Family Welfare Centers and ensure their smooth functioning.
- 27) To ensure proper storage and distribution of programme commodities, contraceptives, medicines, equipment etc.

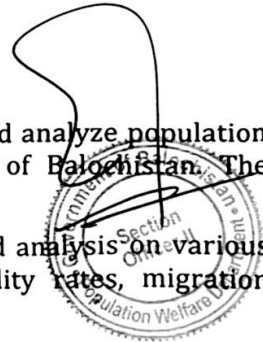


- 28) To be responsible for publicity and communication and effective use of A.V vans.
- 29) To be responsible for proper documentation and maintenance of records and ensure timely transmission of reports.
- 30) To be responsible for overall administration and financial management in the District.
- 31) To be responsible for proper use and maintenance of programme transport in the District.
- 32) To act as Secretary of the District Population Welfare Committee.
- 33) To perform any other functions assigned.
- 34) To exercise the financial powers as prescribed in the Balochistan Delegation of Financial Powers and Re-Appropriation Rules, 2019.
- 35) To perform in compliance with policies, rules and regulations as prescribed by the Government of Balochistan.
- 36) Prepare procurement plan and procurement / utilization will be done in compliance with and as per the BPPRA rules.
- 37) To implement the development related projects / schemes as per guidelines / rules issued by Planning & Development Department, Government of Balochistan as in vogue.
- 38) Responsible for managing the department's staff, including recruitment, training, performance evaluation and posting / transfer as per Balochistan Civil Servant APT rules, 2009.

4. DEMOGRAPHER (BPS-18)

➤ Job Description:-

1. The Demographer's responsibility would be to study and analyze population trends, patterns, and characteristics in the province of Balochistan. The detailed job description/ duties would include.
2. He/she will be responsible for conducting research and analysis on various aspects of population, such as fertility rates, mortality rates, migration patterns, and population growth.
3. He/she will be responsible for collecting and analyzing data from various sources, such as census reports, surveys, and other statistical sources, to understand population dynamics in Balochistan.
4. He/she will be responsible for using demographic data to make projections and forecasts of future population trends and patterns in Balochistan.
5. He / She will be expected to provide insights and recommendations to the government and other stakeholders on issues related to population growth, population distribution, and demographic changes in Balochistan.
6. He/she will be responsible for contributing to the development of policies and programs related to population management, family planning, and reproductive health in Balochistan.
7. He/she will be working in collaboration with other departments and agencies to ensure that demographic data is effectively utilized in the development of policies and programs.



he/she will be expected to communicate your findings and insights to a variety of stakeholders, including government officials (bureau of statistics), researchers, and the general public, through reports, presentations, and other forms of communication.

9. Report, with analysis, to the DG PWD and Secretary PWD will be submitted on biannually and annually basis.
10. Ensure the Analysis of data obtained through CLMIS, ECR (PWD) and DHIS2 (DoH)

5. TEHSIL POPULATION WELFARE OFFICER (BPS-17)

➤ Job Description:-

- 1) The Tehsil Population Welfare Officer is responsible to support the District Population Welfare Officer (DPWO) in Planning and implementation of Reproductive Health & family planning programs.
- 2) The officer is responsible for planning and implementing family planning programs in the tehsil, which includes raising awareness about the benefits of family planning, conducting community outreach programs, and ensuring access to family planning services.
- 3) The officer will be required to conduct surveys and research to gather data, in support of the Demographer, on population growth rates, fertility rates, and other related factors in the tehsil.
- 4) The officer will be responsible for involving the staff at tehsil level.
- 5) The officer will monitor and evaluate the impact of family planning programs in the tehsil and provide regular reports to the relevant authorities.
- 6) The officer will work closely with other stakeholders, such as government departments, NGOs, and healthcare providers, to ensure the effective implementation of family planning programs.
- 7) The officer will be responsible for providing training and capacity building to healthcare providers and other staff involved in family planning programs.
- 8) The officer is responsible for managing the budget, as per the policy of the government, allocated for family planning programs in the tehsil and ensuring that resources are used effectively, following the financial rules as in vogue.
- 9) The officer will maintain accurate and up-to-date records of all family planning activities and ensure that all reports are submitted on time.
- 10) The officer will ensure / monitor the activities of Social Mobilisers, CMWs and other relevant service providers at tehsil and union council level.
- 11) To exercise the financial powers as prescribed in the Balochistan Delegation of Financial Powers and Re-Appropriation Rules, 2019.
- 12) To perform in compliance with policies, rules and regulations as prescribed by the Government of Balochistan.
- 13) Prepare procurement plan and procurement / utilization will be done in compliance with and as per the BPPRA rules.
- 14) To implement the development related projects / schemes as per guidelines / rules issued by Planning & Development Department, Government of Balochistan as in vogue.

- 15) Responsible for managing the department's staff, including recruitment, training, performance evaluation and posting / transfer as per Balochistan Civil Servant APT rules, 2009.

6. INCHARGE OF REPRODUCTIVE HEALTH SERVICES CENTRE IN POPULATION WELFARE DEPARTMENT, FTO/FMO (BPS-16)

➤ **Job Description:-**

- 1) The Incharge is responsible for managing the programs and services provided by the RHSC, which includes Reproductive Health/Sexual Health and family planning at the RHSC Level, with the objective to improve maternal and child health and reduce population growth by addressing the issue of unmet needs.
- 2) The Incharge will ensure that programs are delivered effectively, within budget, and to a high standard of quality.
- 3) The Incharge is responsible for managing the staff of the RHSC, which includes recruitment, training, and performance evaluation.
- 4) The Incharge will ensure that staff have the necessary skills and knowledge to deliver high-quality services to clients.
- 5) The Incharge is responsible for ensuring that the RHSC delivers a range of services to clients, including counseling, contraception, antenatal care, and postnatal care. The Incharge must ensure that services are delivered in a sensitive, non-judgmental, and client-centered manner.
- 6) The incharge will keep liaison with Gynae Department of the relevant Health facility for post-partum and post abortion.
- 7) The Incharge will perform as master trainer for reproductive health and family planning.
- 8) The Incharge will ensure post-partum and post-abortion planning.
- 9) The Incharge is responsible for monitoring and evaluating the performance of the RHSC, which includes analyzing data, conducting surveys and research and providing regular reports to the relevant authorities.
- 10) The Incharge will ensure that programs are achieving their objectives and making a positive impact on clients' lives.
- 11) The Incharge is responsible for managing the resources of the RHSC, which includes budgets, equipment, and supplies.
- 12) The Incharge will ensure that resources are used effectively and efficiently to achieve program objectives.
- 13) The Incharge will operate as DDO, if the government assigns the task to utilize budget as per the policy and financial guidelines of the Government of Balochistan.

(ABDULLAH KHAN)

Secretary

NO & DATE EVEN

Copy for information to:-

1. The Principal Secretary to Chief Minister Balochistan, Quetta.
2. The Account General Balochistan, Quetta.
3. The Secretary, Services & General Administration Department, Quetta.

4. The Additional Secretary (Staff) to Chief Secretary Balochistan, Quetta.
5. The Director General Population Welfare Balochistan
6. The Principal, Regional Training Institute, Quetta.
7. All Divisional Population Officers in Balochistan
8. All District Population Officers in Balochistan
9. All Tehsil Population Officers in Balochistan
10. The PS to Secretary PW Department, Quetta.
11. The PS to Additional Secretary PW Department, Quetta.
12. Master File.

(ABDUL TAHOOR KHAN)

Section Officer-Admn

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