

FUNCTIONS / JOB DESCRIPTION

- To assist the Chairman in the discharge of his function as Chief Executive of the Council entrusted with the responsibilities of execution of research programmes and development projects in accordance with PARC Ordinance and other general or specific orders issued by the Federal Government from time to time.
- To supervise and coordinate the work in their respective Divisions of research management at PARC Headquarter placed under their charge as stipulated in office orders issued on the organizational set-up of PARC Headquarters from time to time.
- To supervise the functions embodied in the charter of duties of various Departments working in Divisions placed under their charge.
- To perform all secretarial duties in accordance with the rules of business and other orders and instructions issued by the Council for handling various technical and administrative functions.
- To act as Member in the meetings of the Board of Governors and the Executive Committee for taking policy decisions in respect of research and development schemes, important agreements, financial approval for execution of projects and programmes and framing rules and procedures on administrative and technical matters for implementation and execution of PARC programmes.
- To supervise the planning, implementation of assigned project and programmes, organize periodical utilization of research results.
- To supervise and control Centers / Institutes / Projects placed under their charge for smooth running and coordination in administrative, financial and technical matters and to maintain close liaison with concerned agencies / departments and advisory bodies to promote agricultural research and;
- Members will exercise administrative and financial powers delegated to them by the Council for disposing off matters relating to duties and functions entrusted to them.