

**JOB DESCRIPTIONS / TERMS OF REFERENCE OF ADMINISTRATOR**  
**QUAID-I-AZAM MAZAR MANAGEMENT BOARD (QMMB)**  
**(BS-20)**

The Administrator shall be the administrative head of QMMB (alongwith the merged QAA) and shall perform the following functions related to the Organization:

- Secretary to BOG of QMMB.
- Secretary to Fund Investment Committee.
- To attend QMMB meeting, and to supervise the drafting of minutes of the meeting.
- To Prepare Draft agenda for QMMB meetings.
- Incharge of all establishment matters including HR management, Pension, Appraisals, and Leave & GP Fund. General administration, etc;
- Preparation of Budget Estimates, Control and monitoring of Budget and its utilization;
- Reconciliation of Expenditure with AGPR and Supplementary Grant/Re appropriation matters with F.A.(JS Exp) Organization/Finance Division;
- To arrange audit of QMMB.
- Settlement of disputes, inquiries and represent QMMB in court cases
- Proper maintenance, improvement and development works pertaining to Mausoleum & allied buildings including surrounding Peripheral Area.
- To attend foreign delegations at the Mausoleum, to make necessary arrangements for wreath laying ceremonies.
- To attend VIP/ VVIP delegation at Quaid's Mausoleum.
- To maintain discipline and institute disciplinary action against the defaulting staff/officers.
- To follow up the cases with City District Government and Sindh Government.
- To look after the secretarial works committees constituted by QMMB.
- To settle the issues with Honorary Treasurer QMMB.
- To make correspondence with all the offices.
- Provision of administrative support to his sub-ordinates to facilitate their smooth operations/working and to ensure office discipline;
- Focal Person of PMDU.
- Replies to National Assembly/Senate Questions, Adjournment motions etc.;
- Implementation of Directives/Decision concerning administration of QMMB and
- Any other work assigned by BOG of QMMB.