

GOVERNMENT OF PAKISTAN MINISTRY OF PLANNING, DEVELOPMENT AND SPECIAL INITIATIVES CAREER OPPORTUNITIES

Applications are invited from suitable candidates for appointment against the following posts on contract basis under the project titled Development Communication:

Name of the Post		Project Director (PPS-11)
Number of Post(s)	• 01	
Selection	<ul style="list-style-type: none"> Through open competition Government Servants are eligible to apply to serve on deputation basis as per rules 	
Qualification	<ul style="list-style-type: none"> Bachelor or Master Degree preferably higher qualification in Mass Communication, Media Studies, Public Policy or relevant field from an HEC recognized university. Excellent comprehension, writing and computer skills. Strong presentation and communication skills Demonstrated ability to lead a team 	
Age	• 60 Years (Maximum)	
Experience	<ul style="list-style-type: none"> Minimum 15 years post qualification experience having command on conceptualizing, developing and executing media and communication strategies, experience in public relations, advertisement and content development for print, electronic and digital media. 	
Salary	• Rs. 350,000/- per month all inclusive, plus annual increment @ 5% per annum	
Duties / Responsibility	<ul style="list-style-type: none"> Leading the Development Communication project, and making Development Communication a part of mainstream narrative. To ensure collaboration and coordination with key Public and Private Media Organization and other relevant agencies in implementing project activities and develop digital and non-digital communication platforms. To engage in multi- stakeholders consultations, civil society and think tanks in developing partnership for achieving targets Implementation of the project as per its scope. Monthly, Quarterly review and annual review of the project Any other responsibility assigned by Minister, DCPC, Secretary, Planning Development & Special Initiatives or the Steering Committee. 	
Name of the Post		Communication Specialist, PPS-10
Number of Post(s)	• 01	
Selection	<ul style="list-style-type: none"> Through open competition Government Servants are eligible to apply to serve on deputation basis as per rules 	
Qualification	<ul style="list-style-type: none"> Master Degree or equivalent preferably in Mass Communication, Journalism, Media Studies, Public Administration and International Relations etc. from an HEC recognized university. Excellent writing skills. Strong communication skills Demonstrated ability to lead a team Computer Literate. 	
Age	• 60 Years (Maximum)	
Experience	<ul style="list-style-type: none"> Minimum 15-20 years post qualification experience in media/communication campaign planning and management especially in the development sector. 	
Salary	• Rs.250,000/- per month all inclusive, plus annual increment @ 5% per annum	
Duties / Responsibility	<ul style="list-style-type: none"> Preparation of communication action plans for promotion and projection of development policies, programs and projects through electronic, print, digital and social media. Preparation of clarifications/rebuttals/responses negative/slandering news stories and ensuring their publication. Preparation of press releases ensuring publication and develop content for social, electronic and digital media. Coordination and liaison with anchors, reporters, media personnel and answer their queries. Will lead and supervise the overall communication campaigns and development Communication activities. Any other assignment given by the PD. 	
Name of the Post		Editor, PPS-9
Number of Post(s)	• 01	
Selection	<ul style="list-style-type: none"> Through open competition Government Servants are eligible to apply to serve on deputation basis as per rules 	
Qualification	<ul style="list-style-type: none"> Master Degree or equivalent preferably in Mass Communication, Journalism, Media Studies, English and International Relations etc. from an HEC recognized university. Has the ability to edit/write/prepare communication material, messages for all types of media, reports, newsletters and documents. Excellent and mature writing skills with command over English and Urdu languages. Computer Literate 	
Age	• 50 Years (Maximum)	
Experience	<ul style="list-style-type: none"> Minimum 12 years post qualification experience as chief editor, editor, sub-editor etc. in electronic/print/publishing houses /newspapers/ magazines /advertising agencies/ research organizations. 	
Salary	• Rs.175,000/- per month all inclusive, plus annual increment @ 5% per annum	
Duties / Responsibility	<ul style="list-style-type: none"> Has the ability to proof read, edit, re-write and finalize the manuscripts of statements, messages, reports, press releases, newsletters, documents etc. for final publication, broadcasting and uploading on print, electronic, social and digital media. Excellent and mature writing skills with command over English and Urdu languages. Computer Literate with command on Urdu In-page. Any other assignment given by the PD. 	
Name of the Post		Program Officer (Print Media), PPS-8
Number of Post(s)	• 01	
Selection	<ul style="list-style-type: none"> Through open competition Government Servants are eligible to apply to serve on deputation basis as per rules 	
Qualification	<ul style="list-style-type: none"> Master Degree or equivalent preferably in Mass Communication, Journalism, Media Studies, English and International Relations etc. from an HEC recognized university. Have the ability to prepare press releases, write-ups, news reports, features and develop messages for all types of media and coordinate with all stakeholders. Strong understanding of working of Print Media. Excellent writing skills. Strong communication skills Computer Literate 	
Age	• 40 Years (Maximum)	
Experience	<ul style="list-style-type: none"> 7-8 years in Print Media, Development Communication Planning and related areas. 	
Salary	• Rs.125,000/- per month all inclusive, plus annual increment @ 5% per annum	
Duties / Responsibility	<ul style="list-style-type: none"> Close liaison with print media Organize regular briefings with economic journalists Monitoring the articles/features published on development subjects in the print media. Preparation and provision of information on the gaps in such stories Sensitize print media through proper feedback and continuous supply of information Develop and get published material on development subjects. Any other responsibility assigned by Project Director. 	
Name of the Post		Accounts Officer, PPS-7
Number of Post(s)	• 01	
Selection	<ul style="list-style-type: none"> Through open competition Government Servants are eligible to apply to serve on deputation basis as per rules 	
Qualification	<ul style="list-style-type: none"> M.Com/ACMA (Inter) / ACCA/ CA/ MBA from HEC recognized university. Computer Literate. 	
Age	• 35 Years (Maximum)	
Experience	<ul style="list-style-type: none"> 05-07 years experience in maintenance of cashbooks of accounts and reconciliation of accounts with AGPR. 	
Salary	• Rs.90,000/- per month all inclusive, plus annual increment @ 5% per annum	
Duties / Responsibility	<ul style="list-style-type: none"> Maintenance of cash books, handling of cash receipts/payments and preparation of bills under the project. Reconciliation of accounts with AGPR Any other responsibility assigned by Project Director/PMU To act as DDO of the project. Preparation of budget / NS. 	
Name of the Post		Sweeper, PPS-1
Number of Post(s)	• 03	
Salary	• Rs.16,000/- per month all inclusive, plus annual increment @ 5% per annum	

- Interested candidates may apply on the relevant prescribed form available on the website <https://www.pc.gov.pk/web/career> within fifteen (15) days of the publication of this advertisement. Hard copy of the application form along with the CV, CNIC and other documents should be sent by post on the address mentioned below.
- Only short listed candidates will be called for test / interview. No TA / DA will be admissible. Ministry reserves the right not to fill the posts or withhold appointment against the advertised posts.
- For the post of Sweeper locals will be prioritized.
- Persons already in government service should apply through proper channel. They shall produce NOC at the time of interview.
- The upper age relaxation shall be given as per Federal Government rules.
- The initial contract shall be of two years (02) further extendable depending upon performance of the individual and project tenure.

Program Officer - Coordination

Development Communication Project
Ministry of Planning Development and Special Initiatives
Room # 515, 5th Floor, P-Block, Pak Secretariat Islamabad
Phone # 051-9207157