

Communications Specialist (Confidential)

PKR. 200,000 - 250,000 per month, all inclusive

Job Description

A reputable organization, based in Islamabad has set up a Center to develop public and private sector climate change mitigation and adaptation proposals to access international and national climate change funds. The organization is initiating a recruitment process.

1. Scope

Responsibilities include:

- Implementation of Outreach and Comms strategy for the Center
- Development of think pieces on matters related to climate action, in collaboration with the Programme team
- Development and coordination for networking with relevant communication experts across concerned institutions, including the government, development partners, thinktanks, research organizations and other bodies
- Preparation of all communication products including organization or portfolio specific briefs, documentaries, case studies
- Social media management
- Templates and formatting for all internal documentation

2. Qualification

- Minimum required qualification is Master's degree, however, Bachelors from a reputed/foreign University will also be considered.
- Experience of developing and implementing communication strategies, including press releases, media packs, social media, and website management with a reputed organization
- 3 to 5 years of experience working with the Government and International Development Partners will be preferred.
- Have experience in climate, energy and resilience related projects.

3. Other Terms & Conditions

- Duration of the contract will be one year, with a three-month probationary period. The contract can be extended for the project period on a yearly basis
- Laptops will not be provided. Staff will be required to use their own with licensed versions of Windows and Microsoft Office]. IT support will be available for troubleshooting.

Job Details

Functional Area:	Planning & Development
Total Positions:	1 Post
Job Type:	Full Time/Permanent
Job Shift:	First Shift (Day)
Job Location:	Blue Area, Islamabad, Pakistan
Gender:	No Preference
Age:	25 - 35 Years
Minimum Education:	Master
Degree Title:	Minimum required qualification is Master's degree, however, Bachelors from a reputed/foreign University will also be considered.
Career Level:	Experienced Professional

Required to manage team?: No
Experience: 3 Years - 5 Years (Have experience of developing and implementing communication strategies, including press releases, media packs, social media, and website management with a reputed organization)

Apply By:

Please send electronic submissions of your CV and cover letter when you apply to RecruitmentCRCCell@gmail.com by Feb 21, 2023. Please include the position you are applying for in the subject line. Applications without these items may not be considered. No telephone inquiries, please. Finalists will be contacted.

Cover Letter

In no more than 500 words, please share why you feel you are best suited for this position, covering; Technical Expertise, Specific Achievement, Experience of working with Govt of Pakistan