

SITUATIONS VACANT

Online applications are invited on prescribed application form available on www.jobs.pid.gov.pk for filling up of the following posts for state-of-the-art Media Cell to Counter Violent Extremism under PSDP 2022-23 at Press Information Department HQs Islamabad, through a unified mechanism of monitoring electronic, print and digital media, purely on contract basis, initially for a period of one year and extendable subject to the condition of satisfactory performance or till the completion of the project.

Sr.#	Designation	PPS	Salary per month (as per standard Pay Package)	Job Description	Qualification & Experience	No. of Posts	Age Limit
1	MIS Specialist	PPS (08)	Rs.218,750	To develop and manage dashboards to allow for real time reporting of electronic, print and digital media and it's required formatting; To connect ICT with management decision making methods; To analyze, design, implement, and manage computerized information systems; To develop and maintain mechanism for sentiment analysis, automated analytical reports, trends and dashboards.	2nd Class Master's/BS Degree (16 years Education) in Computer Science/IT/Project Management/Management Information Systems/Data Sciences or equivalent qualification, commensurate with the job description with minimum 5 - 7 years of professional experience preferably in Public/Private sector. Additional Certifications on data analytics and experience of working in any PSDP project will be preferred.	01	22-35
2	Data Analyst	PPS (07)	Rs.157,500	Using programming languages to manage, develop and design analytical reporting environments, data sources while also ensuring data integrity; Ensuring compliance with data security standards and performing qualitative and quantitative analysis; To develop reports in various analytical formats; To identify, analyze and interpret patterns and trends in complex data sets.	2nd Class Master's/BS Degree (16 years Education) in Computer Science/IT/Project Management/Management Information Systems/Data Sciences or equivalent qualification, commensurate with the job description with 3-5 years of professional experience preferably in Public/Private sector.	03	22-35
3	Media Monitoring Coordinator	PPS (07)	Rs.157,500	Real-time monitoring, compiling and ensuring digitization of content from electronic, print and digital media; Ensuring all digitized content is indexed, formatted, searchable to disseminate to stakeholders; To liaison with media outlets.	2nd Class Master's/BS Degree (16 Years Education) in Mass Communication/Journalism/Media Sciences or equivalent with 5 years of hands-on experience and expertise with relevant IT tools.	01	22-35
4	System Analyst	PPS (07)	Rs.157,500	To develop solutions that enable predictive capability through artificial intelligence and machine learning for real-time reporting and alert system.	2nd Class Master's/BS Degree (16 Years Education) in Computer Science/IT/Data Sciences or equivalent qualification, commensurate with the job description with minimum 6 years of professional experience preferably in public/private sector. Certifications in Neural Networks, Big data, AI, will be preferred.	02	22-35
5	Policy Coordinator	PPS (07)		To analyze and evaluate standardized CVE policies globally; Assisting stakeholders with policy decisions with data driven insight and decision making; Managing Research Associates while keeping coherence with the policies in vogue.	Masters Degree/ BS (16 Years Education) in Political Science/ International Relations/ Defence and Strategic Studies/ Conflict Resolution/ Area Studies or Public Policy. 2 years working experience with a reputed research organization or a think-tank.	01	22-35
6	Research Associate	PPS (06)	Rs.105,000	Gathering accurate and meaningful information on various subjects and summarizing their findings; Conduct literature reviews, analyze data, Conduct interviews and produce research reports; Maintain liaison with academia and think-tanks.	2nd class degree in Masters/BS (16 years education) in Political Science/ International Relations/ Conflict Resolution/ Defence and Strategic Studies or other relevant disciplines with Six Years of Relevant Experience.	03	22-35
7	Non Linear Editor (NLE)	PPS (05)	Rs.70,000/-	To create, develop, edit, and publish multimedia content; Multimedia coverage of events.	FA/FSC (12 years education) with 3-5 year hands-on experience working with CMS, photo and video editing, preferably for a reputed organization. Hands on experience with Adobe Premier Pro, Final Cut Pro, Adobe Illustrator and 3-5 years of relevant experience.	02	20-35
8	Admin Assistant	PPS (05)	Rs.70,000	Overall supervision of HR, infrastructure, inventory management, logistics, and security	Minimum 14 years of education.	01	25-35
9	Office Assistant	PPS (01)	Rs.28,000	To assist officers for smooth functioning by distributing communications/ files in an efficient and timely manner.	Matric	02	18-30
10	Sweeper	PPS (01)	Rs.28,000	Maintaining general tidiness of the office, furniture and equipment.	Primary Pass	01	18-30

TERMS AND CONDITIONS

1. Candidates for serial 1-8 will only apply online through www.jobs.pid.gov.pk
2. Candidates for serial 9 and 10 will apply through the prescribed form uploaded at www.jobs.pid.gov.pk and dispatch to the postal address mentioned on the form.
3. Only shortlisted candidates will be called for test/interviews and they must bring their original and verified testimonial; Degrees/ Certificates/CNIC at the time of interview
4. No TA/DA shall be admissible.
5. The Competent Authority reserves the right to annul the process of recruitment partially or as whole without assigning any reason.
6. The appointment shall be terminated alongside initiating legal proceeding in case any of the information/ document furnished by the applicant is found incorrect or forged.
7. Applications received within 15 days of publication of the advertisement, will be entertained.

Kashif Mahmood Cheema
Assistant Director (Admn)
051-9252292

PID(I)3223/22