



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF SPEECH WRITER (BS-17) IN THE INFORMATION & CULTURE DEPARTMENT PUNJAB COUNCIL OF THE ARTS (CASENO.78H2019)

MAIN RESPONSIBILITIES AND TASKS

1. Preparation of Speech drafts and Press Statements.
2. To assist the Deputy Director/In-charge Press Information Section in disposal of day to day press work as well as other state of the official affairs.
3. To check the Government handouts/ Press releases before transmitting to both Electronic and Print Media.
4. Any assignment given by the Authority/Officer In-charge.

REQUIRED QUALIFITIES/DISPOSITION AND PRIORITY OF PERSONALITY TRAITS

- 1 Leadership Qualities.
- 2 Administrative Ability.
- 3 Communication Skills.
- 4 Financial Responsibility.
- 5 Ability to Think Out of the Box.
- 6 Decisiveness.
- 7 Writing Skills.

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