



# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION FOR THE POST OF COMMUNICATIONS SPECIALIST (LUMP SUM) IN THE PUNJAB TREATY IMPLEMENTATION CELL (PTIC) OF HUMAN RIGHTS AND MINORITIES AFFAIRS DEPARTMENT (CASE NO. 1-RA/2019)**

### **MAIN RESPONSIBILITIES AND TASKS**

1. Timely collection of responses / data regarding concerns of European Union for reporting in context of core international treaties mandatory for EU's GSP Plus status to Pakistan.
2. Timely preparation of segments of report related to the treaties so assigned.
3. Preparation of draft data collection matrix (assigned treaties).
4. The Communications Specialist shall at least be assigned one sector of international treaties mandatory for GSP Plus out of following: -
  - a. International human rights treaties
  - b. International labour rights treaties
  - c. International environment protection treaties
  - d. International governance related treaties.

### **OCASSIONAL TASKS AND RESPONSIBILITIES**

1. As may be assigned by the Executive Coordinator, Treaty Implementation Cell, for effective disposal of business related to the Treaty Implementation Cell.

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