

PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF COMMUNICATION SPECIALIST (BS-17)

Main Responsibilities and Tasks:

1. Collection, Management and up-dation of gender based data from all divisions through Gender Monitoring Specialist.
2. Designing and implementation of media campaign of Women Development.
3. Co-ordination with DGPR and other media agencies regarding women empowerment initiatives. Creating gender based awareness in the province under the directions of Secretary, Women Development Department.

Occasional tasks and responsibilities

The officer will perform any other duties assigned from time to time by the Competent Authority or any other authority in the Government of the Punjab.

Qualities/Disposition and interests desirable

- Professionally sound and capable; dedicated and responsible.
- Presentable personality and adaptability.
- Capacity to discharge functions under pressure and even at odd times.

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