



PUNJAB PUBLIC SERVICE COMMISSION
7-Edgerton Road, LDA Plaza, Near Aiwan -e- Iqbal, Lahore.

**JOB DESCRIPTION FOR THE POST OF PROGRAMME COORDINATOR
(BS-18) IN THE SYED AHMAD AWAN CENTRE FOR IMPROVEMENT
WORKING CONDITION AND ENVIRONMENT IN LABOUR & HUMAN
RESOURCE DEPARTMENT (CASE NO. 10-RM-2023)**

MAIN RESPONSIBILITIES AND TASKS

1. Development and production of literature on workers & employers awareness.
2. Holding seminars for workers, employers and relevant stake holders.
3. Organizing events on special days like Labour Day, World OSH Day, Child Labour Day etc.
4. Coordination between all wings of labour department regarding media campaigns.
5. Designing and execution of media campaigns through electronic, print and social media.

OCCASIONAL TASKS AND RESPONSIBILITIES

1. Any other task assigned by the Authority.

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