

**Pakistan Fisherfolk Forum a Well Known and Established National level Non-Governmental Organization Urgently requires Following Staff for Ibrahim Haydri Karachi**

**1. Communication and reporting Officer: 1 post**

**Qualification:** Must have Master degree in Communication, Journalism, Public Relations or a closely related discipline.

**Job Duration:** 7 Months

**Experience:** A minimum of 5 years of experience as media or communication officer. Experience of working with donor funded projects will have an added advantage.

Knowledge of current theories and practices in communication research, planning and strategy, and the role of mass media.

Knowledge of how to present information to different audiences including media, national and international organization.

Proven writing, editing, design, videography, or photography skills.

Demonstrated skill in program communication, development of information and Communication, campaign and advocacy material.

Ability to produce analytical and well-presented reports and publications.

A proven ability to effectively manage relationships with media representatives, government officials, community groups and consortium partners.

Skills in MS Office, including Word, Excel, Power Point, Desktop Publisher and other graphics software is required.

**Job Description:**

The key purpose of this position is to assist and support program communication needs.

Implement the organization's communication and advocacy strategy in consultation with the Project Manager and other senior staff.

Assist in production of capacity building communication material e.g. toolkits, publications, documentary, etc.

Supports the design, implementation and monitoring of project communication strategy.

Designs and implements media campaign for Project activities.

Co-ordinates the production of internal and external communications, assists in the sub-editing and proof reading of communications products including but not limited to success stories, photographs, video and social media.

Develops effective relations with media personnel.

Prepares various written reports, drafts section of studies, e-briefings and case studies.

Drafts press briefings and press releases.

In accordance with program team, prepares Project newsletters, brochures and other publicity materials.

Supports program team in development and printing of training material and training guide.

Develop communications work plan with timelines for implementation in consultation with partners.

Monitor and analyze related news and updates of the country's mainstream media.

Coordinate with stakeholders in the execution of communications related activities.

Develop designs and communications material to be presented for approval of the competent authorities/committees

Build partnerships for external communication.

Exploring the possibility and potential innovations.

Development of new communications activities aimed at expanding reach and community engagement for future planning;

Develop monitoring indicators to gauge progress on the implementation of communication-related activities

Support advocacy campaigns, global newsletters, and website content.

Maintain a network of media contacts and social media accounts such as Twitter and Facebook.

Maintain and actively contribute towards creating graphic contents for various related presentations using effective methods such as audio, video, photos etc.

Manage internal communications, including website.

We are an equal opportunity employer particularly woman's & minorities are encourage to apply.

We Reserve the rights to reject any candidate or all applicants without any reasons.

Preference will be given to the local resident.

Candidates meeting the above Job requirements should send their latest CV and color photograph along with a covering letter clearly explaining interest and addressing the key competencies and expected salary for the post on the below mentioned email address applications till **17<sup>th</sup> Dec, 2020**.

(Clearly mention position applied for in the subject line).

**Influence to the recruitment process will be automatically disqualified.**

Please send your CV at following E-mail. [hr.ngopk@gmail.com](mailto:hr.ngopk@gmail.com)