

REFORM SUPPORT UNIT

SCHOOL EDUCATION & LITERACY DEPARTMENT

OPPORTUNITY FOR CONSULTANCY SERVICES

Reform Support Unit, School Education & Literacy Department in collaboration with UNICEF-Sindh, invites application from qualified & eligible professionals domiciled in Sindh for the following Individual Consultancy under the Technical Assistance (UNICEF Funded Rolling Workplan Project), Positions is purely on a contractual basis and located at Karachi.

S. No	Consultant Position Termed As	No of Position	Duration	Qualification	Experience
1	Temporary Consultant Communication Officer	01	03 Months Contract basis (extendable on the basis performance and availability of budget)	Masters (Preferably Mass Communication)	<ul style="list-style-type: none">• Having 03-5 years' experience in areas related to communication, media, public relation.• High level communication, Coordination and report writing skill.• Excellent interpersonal, communication, reporting skills.• Having sufficient knowledge Mass Communication and Handling social media software/ App• Excellent skill to use update / latest Computer Software/applications.

Important Note:

- Interested candidates should send their updated resume along with all the relevant academic and professional documents on before 06-10-2023 at given postal and/or email address.
- Preference given female candidate.
- In case Resumes are sent through email, candidates should email academic and professional documents through a scan PDF version.
- Reform Support Unit, School Education & Literacy Department reserves the right to cancel any of the positions at any stage without assigning any reason.

Reform Support Unit
SESP&R/ RWP 2023-24

47-E/1, 48th Street, PECHS Block # 06, Karachi Ph:

021-34320241-5

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Detailed Terms & Conditions and Deliverable as under.

Position : Temporary Consultant Communication Officer

- Provide vigilant, timely and effective coordination and technical support for 100% implementation of programmatic interventions of Rolling Work-Plan (RWP) and Operational Plan (OP) related to Communication for Development Initiative (C4D);
- Design/develop/coordinate campaign drives, events, publications and promotional materials, graphics designing work and activities in a timely and effective manner.
- Develop related IEC and BCC materials and liaise to finalize/endorse print and disseminate.
- Design quarterly newsletter and all publication material including graphic presentations.
- Develop plans for event awareness campaigns along with timelines and write reports on events.
- Coordinate to support matters related to communication studio equipment's/hardware/software and ensure its upkeep and availability of latest versions items.
- Assist in production of short videos, documentary including contents development for highlighting achievements of SELD/RSU on social media, events or workshops including all editing/voice over and other related work.
- Develop scripts (Public Service Messages, Radio Programme, video documentaries/others related) and provide related technical and logistics support.
- Effective event management including facilitation, media management, quality event reporting and compilation of high-quality audio/visuals.
- Regular and robust liaison with District LSU Coordinator for compliance with the RWP & SESP & collection of monthly plans MPR and quality monthly reports in a timely manner.
- Support field monitoring of monthly plans of RCs, DEGs, RROC, DROC and others related.
- Assist and communicate with FCs/others related on for smooth implementation of Rolling Work Plan & OP 2020
- Support to plan and implement overall C4D initiatives of OP including Enrollment of Retention Drive, social mobilization materials.
- Coordinate and assist UNICEF assisted project staff (Provincial/Districts) as guided by CPM (RSU) and UNICEF.
- Prepare minutes of the meeting, prepare briefs, PPTs/other materials as per requirement!
- Undertake new assignments as guided and agreed and approved by CPM (RSU) PM-SESP and UNICEF



