

GOVERNMENT OF PAKISTAN
MINISTRY OF INFORMATION AND BROADCASTING

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ToR FOR THE POST OF CONTENT WRITER

Job Title:

Content Writer with a lump-sum pay Rs. 75000/- on contract basis.

1. Qualification:

Bachelor Degree (04 years) in Computer Science/IT, Media Studies/Journalism, Communication or Business Administration.

2. Experience:

Minimum 3 years proven experience in the relevant fields

3. Age:

Maximum 35 years of age.

4. Language required:

Command over English & Urdu, command over Turkish & Arabic will be considered additional qualification.

5. Additional/Preferable Qualification:

- Master's degree in relevant field.
- Proven record of excellent writing demonstrated in a professional portfolio
- Impeccable grasp of the English & Urdu language, including idioms and expressions
- Ability to work independently with little or no daily supervision
- Strong interpersonal skills and willingness to communicate with clients, colleagues, and management
- Ability to work on multiple projects with different objectives simultaneously
- Strict adherence to the style guides of each company and their policies for publication
- Good time management skills, including prioritizing, scheduling, and adapting as necessary
- Proficiency with computers, especially writing programs. such as Google Docs and Microsoft Word, Excel, Outlook, and Power Point

6. Job Description:

- Produce well-researched content for publication online and in print
- Organize writing schedules to complete drafts of content or finished projects within deadlines
- Utilize best practices and familiarity with the government's mission to inspire ideas and content
- Communicate and cooperate with a writing team, including a content manager editors, and web publishers
- Follow an editorial calendar, collaborating with other members of the content production team to ensure timely delivery of materials.
- Develop related content for multiple platforms. such as websites, email marketing, product descriptions, videos, and blogs
- Monitor and analyze the performance of key performance indicators (KPIs) to offer suggestions for improvement

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7. Terms And Conditions:-

- i. Place of posting: Digital Media Wing, Ministry of Information and Broadcasting, Islamabad.
- ii. Period of contract: For a period of one year from the date of joining.
- iii. Pay and Allowances Monthly consolidated pay package Rs. **75,000/-** subject to deduction of Govt. taxes as per policy of FBR.
- iv. Traveling Allowance: As admissible to BS-16 officials under the rules.
- v. Seniority: No Seniority.
- vi. Leave: As admissible under the Revised Leave Rules, 1980. However, provisions contained in Rules 5(c), 8, 11, 14, 16,17, 18, 18-A, 19, 27, 33, 34, 35, 36 and 39 of Rules ibid shall not apply. All leave at your credit will lapse on the termination of this contract.
- vii. Medical Facilities: No Medical entitlement.
- viii. Pension: No pension will be admissible.
- ix. General Provident Fund: No G.P. Fund will be applicable
- x. Termination of contract: The appointment during the period of contract shall be liable to terminate on 30 days notice on either side or payment of one month pay in lieu thereof, without assigning any reason.
- xi. Whole Time employment posting and transfer: Whole time of the contract appointee would be at the disposal of the Government. He may be employed in any manner required by appropriate authority without claim for additional remuneration. He shall at all times obey the rules prescribed for the time being for the regulation of the service or cadre to which the post in which he has been employed belongs to.
- xii. Other matters: In respect of other matters not specified in this contract, the rules/regulations as applicable to Federal Civil Servants shall apply.
- xiii. Accommodation No Accommodation will be allowed.