



## Job Opportunity

### Director of Public Policy and Communication

#### Chairman Office - District Council Narowal

#### Job Summary

The Director of Public Policy and Communications will play a leadership role in designing, and implementing policy change through the Chairman District Council's Office. The Director will develop and execute a communication and media relations strategy that will utilize both traditional and digital media.

#### Major Responsibilities

##### *Public Policy*

- Develop and implement a strategic policy agenda including achievable goals and performance measures;
- Work with Members of District Council to analyze policy matters;
- Conduct and oversee policy research and drafting, working closely with the various branches of the District Council as appropriate;
- Participate in developing the annual budget for the District Council; assist with any other task assigned by the Chairman.

##### *Communications*

- Lead multi-media campaigns and work with local /national media to extend the impact of the District Council's activities;
- Working collaboratively with District Council staff, develop and manage dynamic content for the website, e-communications, blog and social media;
- Produce and/or edit major reports, legislative agenda and other publications.

#### Requirements

- Masters level degree in Public Policy/Administration, Development Studies, Economics (or relevant disciplines) and five years of professional experience.
- Professional experience in policy development, public policy research and analysis, coalition building, local government or related field and/or significant professional experience in strategic communications and media relations.
- Demonstrated commitment to local government, democracy and public sector reforms.
- Demonstrated skill and comfort in building relationships with diverse audiences, including public officials, journalists, community leaders, and the public.
- Strong self-motivation; ability to meet tight deadlines; adaptability.
- A commitment to diversity; a personal approach that values the individual and respects differences of race, ethnicity, age, gender, religion, ability and socio-economic circumstance.
- Adept at Microsoft Office.
- Excellent writing, speaking and analytical skills.

#### To Apply:

E-mail a cover letter, resume (not more than two pages), a writing sample and and three professional references to [chairman@narowal.gop.pk](mailto:chairman@narowal.gop.pk). Please indicate in your cover letter where you saw this job. **Deadline: 28 February 2017**