

## Career Opportunity

A public-sector organization is seeking applications from qualified female candidates for the position of “**Liaison Cum Protocol Officer**”, based at Islamabad. Attractive salary package and other benefits will be provided to the selected candidate.

### Job Description

- To serve as a primary point of direct administrative contact and liaison with other offices, individuals, and external institutions and agencies on a range of specified issues;
- To organize, facilitate and attend meetings, conferences, and other special events, as required;
- To schedule and prepare meeting materials as well as take minutes and assist the Minister-in-Charge, Head of Department or any other senior official during all official meetings/commitments at Islamabad;
- To assist in planning and execution of foreign visits including paperwork with Foreign Office and Embassies/Consulates;
- To have an up-to-date knowledge of all on-going and under negotiations foreign funded projects related to the organization;
- To be flexible in assuming other duties according to the organization needs;
- To support strategic partnerships with international donor agencies by providing top-quality advice, facilitating effective knowledge management, and providing technical assistance to project planning, coordination, monitoring and reporting in any collaboration;
- Salary Package is negotiable in accordance with the qualifications, skills and past experience of candidates;
- The hiring will be initially on contract for a period of 02 years, which can be further extended subject to satisfactory performance.

### Personal Skills and Qualifications:

- At least Master’s degree from an HEC recognized university, preferably in the fields of Political Science, Mass Communication, Journalism and Marketing;
- Excellent written and verbal communication (Proficiency in English and Urdu);
- Excellent Electronic-Correspondence, Letter-Drafting and Report-Writing skills;
- Strong planning, organizational and prioritizing skills;
- Advanced level knowledge of MS-Office (including Word, Excel and PowerPoint) and Social media;
- Ability to work independently as well as in a team;
- Excellent knowledge of the Pakistani Administrative Network and International Missions/Agencies working in Pakistan;
- Minimum 03 years’ experience in a similar position; preference to be given to candidates having work experience with Government Departments, Multinational Firms or Diplomatic/International missions.
- This position requires strict confidentiality and integrity as well as high level of responsibility, reliability and sense of duty;