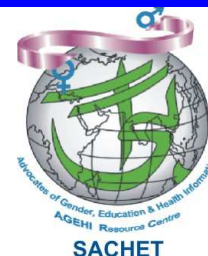


Career Opportunity



SACHET-Pakistan Society for the Advancement of Community Health, Education & Training established in May 1999 registered as a Non Profit Voluntarily Organization. SACHET endeavors to promote human development of disadvantaged communities with gender perspectives. The focus of its activities is in the field of Health, Education, Training & Poverty Alleviation. In a short span of only 10 years SACHET has been able to establish itself as a symbol of an organization which is committed to deliver tangible community services.

SACHET-Pakistan requires an enthusiastic Communication Officer for its Resource Centre, Head Office Islamabad.

Qualifications & Experience:

Academic: Masters in Social Sciences preferably in Mass Communication

Professional: 1 to 2 Years of relevant experience

Job Description:

- To advise a communications strategy.
- Manage & produce publication materials.
- Implement & strategize in building alliances between NGO partners including facilitating mentorship responsibilities.
- To develop and liaise with key press and media contacts to secure coverage.
- To coordinate and/or write copy, stories, articles, case studies for dissemination across a range of media.
- Responsible for maintaining communication with the NGO partners on updates and reminders.
- To maintain the news, publications and program sections of the SACHET website.
- To keep up to date with knowledge and best practice in communications and media practice.
- IT skills in using MS Office

Required Skills:

- Ability to identify a good story.
- Ability to manage multiple demands on time & prioritize key tasks.
- Excellent verbal communication skills as well as good copywriting skills
- Ability to lead workshops & facilitate discussion with adults & young people.
- Good level of numeracy skills.
- Ability to scan, research, analyzes & interprets information & documents on a range of issues to identify risks & implications for the organization and/ or its members.

Note:

- **Please e-mail your CVs at Jobs@sachet.org.pk or post your CV's at SACHET Pakistan, Ground floor, Al-Babar Centre, F-8 Markaz, Islamabad**

Last Date for submission of application: **March 5th 2010**

(SACHET is an equal opportunity employer)