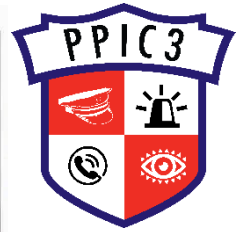


**PUNJAB SAFE CITIES AUTHORITY****EMPLOYMENT OPPORTUNITIES**

Punjab Safe Cities Authority (PSCA), Lahore invites applications through an open competitive process from the candidates against the following positions purely on contractual basis.

Vacant Posts			
Sr.	Name of Post	No of Posts	Salary Package
1.	Executive Officer (Communication)	1	323,810

GENERAL INFORMATION / INSTRUCTIONS:

- i. Detailed job description and terms & conditions for the posts are available at: <https://psca.gop.pk/career>
- ii. Interested candidates may apply online through the PSCA website at www.psca.gop.pk/career/ **till 14.12.2025.**
- iii. Candidates already employed in Government, Autonomous or Semi Government Organizations must apply through proper channel.
- iv. PSCA reserves the right to accept/reject an application or halt the recruitment process at any time.
- v. By hand/incomplete/without online application/late submission of applications will not be entertained.
- vi. Incomplete or late submission of applications will not be entertained
- vii. The experience as part time, honorary/ self-employed and apprentice/ internee will not be considered/ counted as experience.
- viii. In case of foreign degree, equivalence certificate from HEC must be provided.
- ix. Result awaiting candidates are not eligible to apply.
- x. In case of exigency, number of vacancies can be increased or decreased at any time without any notice.
- xi. Only shortlisted candidates will be called for interview.
- xii. Candidates selected for an interview will be required to provide information, including relevant documentation, experience certificates, and qualifications, etc.
- xiii. In case of final selection HEC verified degree/transcript will be required.
- xiv. Subsequent tests and interviews will be conducted by the Authority.
- xv. No TA/DA will be admissible for the test/interview.
- xvi. For any job related queries, please contact 042-99051606-8 or through e-mail at: recruitment@psca.gop.pk

Executive Officer (Communication)**Key Responsibilities:**

- Monitor electronic, print, and digital media for news related to law enforcement, public safety, government initiatives, and PSCA operations.

- Prepare daily media reports, incident summaries, and communication briefs for senior management.
- Maintain an updated log of media coverage and emerging issues.
- Draft press releases, talking points, official statements, and communication material for PSCA.
- Create content for social media posts, internal newsletters, presentations, and awareness campaigns.
- Support branding and public engagement activities of PSCA.
- Coordinate with government departments, LEAs, and internal operational wings for accurate information flow.
- Facilitate communication between MMC and other directorates during emergency or high-visibility events.
- Respond to media queries in coordination with the Communication Manager/Director.
- Assist in planning and executing communication campaigns and public safety awareness initiatives.
- Support media arrangements for press conferences, visits, and PSCA outreach events.
- Maintain documentation, archives, and communication records for MMC.
- Ensure compliance with PSCA communication protocols, confidentiality standards, and approval processes.
- Prepare analytical reports on communication trends and media sentiment.

Requirements & Experience

- Bachelor's degree (16 years of education) in Mass Communication, Media Studies, Public Relations, or a related field.
- 5-6 years of experience in communication, media monitoring, public relations, or journalism (preferably in a government or security organization).

MANAGING DIRECTOR
Punjab Safe Cities Authority
Lahore