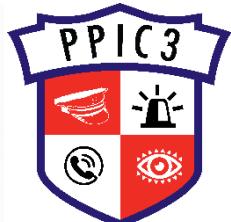


**PUNJAB SAFE CITIES AUTHORITY****EMPLOYMENT OPPORTUNITIES**

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