



# HIRING OF PROJECT STAFF

Programme Monitoring & Implementation Unit, School Education Department, Government of the Punjab is implementing the Project titled: “Getting Results: Access and Delivery of quality Education Services and System Transformation in Punjab (GRADES-STP)” with support from the World Bank through a GPE-funded initiative. The project aims to strengthen foundational learning, increase enrolment, and advance system-wide reforms across Punjab. PMIU now invites applications from the suitable candidates having relevant qualification and experience for the following positions:

Sr. No	Post	Qualification and Experience Required:	No. of Post
1	<b>Communication Lead</b>	<p><b>Educational Qualification</b></p> <ul style="list-style-type: none"> <li>▪ Bachelor’s degree in Humanities &amp; social sciences group/mass communication, Media Studies, Public Relations, Marketing, or a related field</li> </ul> <p><b>Experience in:</b></p> <ul style="list-style-type: none"> <li>▪ Five (05) years of relevant experience in communication, media, or public relations.</li> <li>▪ Developing and implementing communication strategies</li> <li>▪ Media relations, public affairs, and stakeholder engagement</li> <li>▪ Internal and external communications campaigns</li> <li>▪ Corporate communication and branding</li> <li>▪ Social media management and digital campaigns</li> <li>▪ Content creation for websites, newsletters, and press releases</li> </ul> <p><b>Ability to:</b></p> <ul style="list-style-type: none"> <li>▪ Plan and execute communication campaigns</li> <li>▪ Draft and edit speeches, articles, and media content</li> <li>▪ Monitor and report on communication effectiveness</li> </ul> <p><b>Proficient in:</b></p> <ul style="list-style-type: none"> <li>▪ MS Office (Word, Excel, PowerPoint)</li> <li>▪ Social media platforms (Facebook, Twitter, LinkedIn, Instagram)</li> <li>▪ Content management systems and media monitoring tools</li> </ul>	<b>01</b>
2	<b>Gender Education Officer</b>	<p><b>Educational Qualification</b></p> <ul style="list-style-type: none"> <li>▪ Bachelor’s degree in Gender Studies, Education, Social Sciences, Sociology, Development Studies, Psychology, or a related field</li> <li>▪ Master’s degree in a relevant discipline will be an added advantage</li> </ul> <p><b>Experience in:</b></p> <ul style="list-style-type: none"> <li>▪ Five (05) years of relevant experience in gender-focused programs, education initiatives, social development, or public sector/NGO projects</li> <li>▪ Designing and implementing gender-responsive education programs</li> <li>▪ Mainstreaming gender equity and inclusion in education policies and projects</li> <li>▪ Conducting gender analysis, needs assessments, and research</li> <li>▪ Community engagement, advocacy, and stakeholder coordination</li> <li>▪ Capacity building and training on gender sensitivity and inclusion</li> <li>▪ Monitoring and evaluation of gender-focused interventions</li> <li>▪ Coordination with government departments, NGOs, and development partners</li> </ul> <p><b>Ability to:</b></p> <ul style="list-style-type: none"> <li>▪ Develop and implement gender-responsive strategies in education programs</li> <li>▪ Draft and review reports, policy briefs, guidelines, and training materials</li> <li>▪ Analyze gender-disaggregated data and prepare analytical reports</li> <li>▪ Facilitate workshops, seminars, and awareness sessions</li> <li>▪ Monitor program effectiveness and recommend corrective actions</li> <li>▪ Ensure compliance with national gender policies and international commitments</li> </ul> <p><b>Proficient in:</b></p> <ul style="list-style-type: none"> <li>▪ MS Office (Word, Excel, PowerPoint)</li> <li>▪ Data collection and reporting tools</li> </ul>	<b>01</b>

		<ul style="list-style-type: none"> <li>▪ Basic monitoring &amp; evaluation frameworks</li> <li>▪ Presentation and facilitation techniques</li> <li>▪ Report writing and documentation</li> </ul>	
3	<b>Photographer / Videographer</b>	<p><b>Educational Qualification</b></p> <ul style="list-style-type: none"> <li>▪ Minimum 10 years of education (Matric or equivalent) from a recognized board.</li> <li>▪ Relevant professional certifications in editing software or cinematography are a plus</li> </ul> <p><b>Experience in:</b></p> <ul style="list-style-type: none"> <li>▪ 5–7 years of experience in photography and videography</li> <li>▪ Corporate events, project documentation, or media production</li> <li>▪ Product, architectural, and event photography/videography</li> <li>▪ Editing and post-production</li> </ul> <p><b>Strong knowledge of:</b></p> <ul style="list-style-type: none"> <li>▪ Professional photography techniques (composition, lighting, exposure)</li> <li>▪ Videography techniques (shooting, framing, motion, storytelling)</li> <li>▪ Equipment handling: cameras, tripods, drones, lighting setups</li> </ul> <p><b>Ability to:</b></p> <ul style="list-style-type: none"> <li>▪ Capture high-quality images and videos</li> <li>▪ Perform color correction, retouching, and video editing</li> <li>▪ Create photo/video content for social media, presentations, and campaigns</li> </ul> <p><i>Maximum Age limit 40 years</i></p>	<b>01</b>
4	<b>Animator &amp; Editor</b>	<p><b>Educational Qualification</b></p> <ul style="list-style-type: none"> <li>▪ Bachelor’s degree Graphic design/ fine arts, Multimedia, Film Making, or a related field.</li> <li>▪ Professional courses in motion graphics, video editing, or 3D animation are a plus</li> </ul> <p><b>Experience in:</b></p> <ul style="list-style-type: none"> <li>▪ Five (05) years of relevant experience in video animation and editing</li> <li>▪ 2D/3D animation, motion graphics, and video production</li> <li>▪ Editing raw footage into high-quality videos for corporate, social media, or marketing</li> <li>▪ Storyboarding, concept visualization, and visual storytelling</li> </ul> <p><b>Proficient in:</b></p> <ul style="list-style-type: none"> <li>▪ Adobe After Effects, Premiere Pro, Photoshop, Illustrator</li> <li>▪ Blender, Cinema 4D, Maya, or 3D Studio Max (for 3D animation)</li> <li>▪ Knowledge of audio editing software (Audition, Audacity) is a plus</li> </ul> <p><i>Maximum Age limit 40 years</i></p>	<b>01</b>
5	<b>Content Creator</b>	<p><b>Educational Qualification</b></p> <ul style="list-style-type: none"> <li>▪ Bachelor’s degree in business and information systems / mass communication, Media Studies, Journalism, or a related field</li> <li>▪ Certifications in digital marketing, content writing, or social media management are a plus</li> </ul> <p><b>Experience in:</b></p> <ul style="list-style-type: none"> <li>▪ 2–3 years of relevant experience in content creation</li> <li>▪ Creating content for websites, social media, newsletters, and campaigns</li> <li>▪ Copywriting, blog posts, and press releases</li> <li>▪ Multimedia content including graphics, images, and videos</li> <li>▪ Content strategy and planning</li> <li>▪ Writing, editing, and proofreading for different platforms</li> <li>▪ Social media trends, engagement, and analytics</li> </ul> <p><b>Ability to:</b></p> <ul style="list-style-type: none"> <li>▪ Produce high-quality, engaging, and brand-aligned content</li> <li>▪ Repurpose content for multiple channels</li> <li>▪ Conduct research and generate original ideas</li> </ul> <p><i>Maximum Age limit 35 years</i></p>	<b>01</b>
6	<b>Graphic Designer</b>	<p><b>Educational Qualification</b></p> <ul style="list-style-type: none"> <li>▪ Bachelor’s degree in graphic design, Multimedia, Fine Arts, Visual Communication, or a related field</li> <li>▪ Certifications in Adobe Suite, UI/UX, or digital design are a plus</li> </ul> <p><b>Experience in:</b></p>	<b>01</b>

		<ul style="list-style-type: none"> <li>▪ Three (03) years of relevant experience in graphic design</li> <li>▪ Branding, marketing collateral, social media content, and digital campaigns</li> <li>▪ Designing brochures, posters, banners, presentations, and infographics</li> <li>▪ Collaborating with marketing or creative teams</li> </ul> <p><b>Strong knowledge of:</b></p> <ul style="list-style-type: none"> <li>▪ Design principles: typography, color theory, layout, and composition</li> <li>▪ Print and digital design requirements</li> <li>▪ UI/UX basics (preferred)</li> </ul> <p><b>Ability to:</b></p> <ul style="list-style-type: none"> <li>▪ Create visually compelling and brand-aligned designs</li> <li>▪ Produce high-quality graphics for multiple platforms</li> <li>▪ Conceptualize creative solutions based on project requirements</li> </ul> <p><i>Maximum age limit 35 years</i></p>	
7	<b>Drone Operator</b>	<p><b>Educational Qualification</b></p> <ul style="list-style-type: none"> <li>▪ Minimum 10 years of education (Matric or equivalent) from a recognized board</li> </ul> <p><b>Familiarity with:</b></p> <ul style="list-style-type: none"> <li>▪ Drone flight operations, navigation, and safety procedures</li> <li>▪ Pre-flight checks, maintenance, and troubleshooting</li> <li>▪ Aerial photography and videography techniques</li> </ul> <p><b>Ability to:</b></p> <ul style="list-style-type: none"> <li>▪ Operate drones under various weather conditions</li> <li>▪ Capture high-quality images and videos from aerial perspectives</li> <li>▪ Conduct aerial surveys, mapping, or inspections as required</li> </ul> <p>Proficient in:</p> <ul style="list-style-type: none"> <li>▪ Drone control and navigation apps/software</li> <li>▪ Adobe Photoshop, Lightroom, Premiere Pro, or Final Cut Pro for post-processing</li> <li>▪ GIS software (ArcGIS, Pix4D, Drone Deploy) if used for mapping/surveying</li> </ul>	<b>01</b>

Interested candidates should submit the application with Curriculum Vitae (CV), copies of educational degrees & certificates, experience certificates, and CNIC by **March 09, 2026 till 03:00 PM** through courier or in-person. The applicants should clearly mention relevant years of experience and qualification at the top of the CV. PMIU reserves the right to increase/decrease/suspend/cancel any Post.

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