



SITUATION VACANT

The Youth Affairs Sports Archaeology and Tourism Department, Government of the Punjab invites applications for the post of "**REPORTER**" required for a period from 1st September to 31st December 2015, to provide the technical guidance/report writing on vocational training being provided the marginalized adolescents and facilitates the core committee meeting and technically support the Government to institutionalize the preparation of report. **Applications and latest resume in person to be deposited to the undersigned within 7 days from the date of advertisement.**

Name of Post/ Vacancy	Major Tasks	Qualification/Experience
Reporter	<ul style="list-style-type: none">• Approved Tracker Study Report• Approved Core Committee Meetings Report• Approved Lessons' Learnt Workshop Report• Approved Costing Study of Adolescent Strategy Report• Approved Adolescent Strategy Dissemination Workshop Report• Approved Longitudinal Case Study Launching Report (Co-hosted with Punjab Vocational Training Council)7. Approved Donor Report	<p>Postgraduate degree in Mass communication, Social Sciences (Research) or Journalism</p> <p>b) Proven experience of at least 5 years in reporting and research</p> <p>c) Experience of working with other development partners, in key social and development sectors;</p> <p>d) Strong analytical and writing skills and track record in producing relevant reports and other material;</p> <p>e) High level of communication and interpersonal skills and experience in working effectively in a multi-cultural environment;</p> <p>f) Knowledge of one or more of the UNICEF South Asia program countries would be an asset;</p> <p>g) Fluency in written and spoken English language is a must;</p> <p>h) Should have the knowledge of human rights based approach to development;</p> <p>i) Good coordination, negotiation and mediation skills</p>

NOTE:

1. We reserve the right to cancel/reject any application without giving any reason.

2. Only short listed candidates will be called for test/interview. 3.No TA/DA will be paid.

4.Date of advertisement of Add is 13-08-2015

Mr. Tahir Akhtar (Senior Scale Stenographer) To

Deputy Secretary (Planning), Youth Affairs Sport, Archaeology & Tourism Department.0300-8075895

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