

**HUMAN RESOURCE DEVELOPMENT CENTER-  
INSTITUTE OF MANAGEMENT SCIENCES PESHAWAR  
JOB OPPORTUNITY**

The Institute of Management Sciences (IM Sciences) Peshawar is a leading government higher education institution of Khyber Pakhtunkhwa that is fully autonomous. Its reputation has extended nationally and internationally based on the quality of its graduates and a strong network of partners and collaborators. Its excellence in teaching has been recognized both by national and international agencies. The **Human Resource Development Center (HRDC)**, is a training, research & consultancy center of IM Sciences Peshawar. HRDC-IM Sciences requires the services of qualified & experienced **Persons**.

Following are the details:

S.NO.	Position	Qualification/ Experience	NO. of Personnel Required	Level of Effort Month
1.	Manager Finance	Master /4-5 years of experience in finance	1	Full Time
2.	Project Manager	Master / 6-8 years of experience in development sector in media projects	1	Full Time
3.	Project Associate	Master / 4-5 years of experience in development sector and report writing	1	Full Time
4.	Admin and Logistics Coordinator	Bachelor / 2-3 years of experience in administration	1	Full Time
5.	Local government proposal expert	Master / 8-10 Work experience local government	1	short term consultant
6.	Producer	Master / 20-25 years of experience with radio	1	Full Time
7.	Presenter/host	Bachelor /6-8 years of experience	1	Full Time
8.	Technical Coordinator	Master / 6-8 years of experience with radio shows	1	Full Time
9.	Reporters	Bachelor / 6-8 years of experience in reporting	4	Full Time

10.	Translator	Bachelor / 4-5 years of experience	1	Full Time
11.	Feedback coordinator	Bachelor / 1-2 years expert	1	Full Time
12.	PSM Scriptwriter	Bachelor / 3-4 years expert	1	Short term consultant
13.	Editor and recording	Bachelor / 3-4 years expert	1	Short term consultant
14.	Designer for Billboard of the project	Diploma / 5-6 years expert	1	Short term consultant
15.	Trainer	Master/ 4-5 years expert	1	Short term consultant
16.	Trainer for case studies	Master / 5-6 years	1	Short term consultant

### A. Duties and Responsibilities

The **Manager Finance** is responsible for:

- Provide strategic level guidance on matters related to finance and operations
- Oversee day-to-day financial operations for radio live shows
- Negotiate contracts and agreements with radio stations and external human resource.
- Monitor operating expenses
- Monitor cash flow, accounts, and other financial transactions.
- Maintain proper record of the project relevant financial operations
- Produce financial reports as per GIZ standards

The **Project Manager** is responsible for:

- Plan overall project activities in close coordination with local government department.
- Execute, monitor, and supervise the project activities and deliverables as per the project agreed timelines
- Manage the process of planning, production, and broadcast of live and recorded radio shows, on specific agreed theme
- Manage close liaison and coordination with the project team and finance manager.
- Report all progress and hurdles to Project Director, seeking support where needed
- Conduct weekly meeting of the project staff and share all relevant updates.
- Overall management of the project activities and operations including the
- Budget Management and financial control

The **Project Associate** is responsible for:

- Manage and produce different projects reports with different frequencies such as daily, weekly, monthly, and project final reports.
- Produce quality reports of the project
- Review the radio programs translations and video messages for quality of content.
- Ensure broadcast of PSMs on radio and video messages on social media
- Maintain the weekly data of the shows with folders of pictures and consent forms
- Perform any takes assigned by the project manager
- Monitor the daily work of the project and report to project manager.

- Maintain data and record of the guest in close coordination with the admin

The **Admin and Logistics Coordinator** is responsible for:

- Support the process of weekly meetings of the project staff and share all relevant updates.
- Coordinate with relevant government department to ensure the participation of guests/speakers from their departments in Merged Areas
- Develop guests/speakers contact list with coordination with project associate
- Contact, invite, confirm guests/speakers for radio live show from Merged Areas and other districts.
- Provide logistical support to the project and to the radio live shows guests/speakers to ensure their participation in radio live shows.
- Prepare and update project data.
- Provide travel claims and TA/DA to all the participants of radio live shows. Keep records and fill all the forms from participants.
- Provide day-to-day logistics and operational support to the project.

The **Local government proposal expert** is responsible for:

- Work closely with the project manager to develop short development proposal for local government department.
- Find out the gaps of service delivery from the primary data collected by local reporters.
- Based on the data, identify the potentials of improved development schemes.
- Work closely with local government department for drafting the proposals.

The **Producer** is responsible for:

- Assist and monitor the production of talk show aired four times a week
- Coordinate with reporters in concern of research, topic selection, and assignments
- Managing the close liaison with the government departments.
- Identify the topics for the case studies and assign them to the relevant reporters after thorough research about the topic.
- Research about all the government measures and schemes taking places for the Merged Areas for feature reports, community perception reports and case studies
- Lead the production of the theme song for the project.
- Search and arrange relevant guests for show on daily basis
- Produce content for PSMs and translate the content in English
- Should have a laptop and internet connectivity.
- Work closely with project manager.

The **Presenter/host** is responsible for:

- Rehearse before the live shows
- Research topics that will come up during the radio show
- Plan the general direction of the show with the producer and program manager
- Meet guests for the radio programme beforehand and discuss the outline the episode
- Introduce topic, relevance, guests, and other features throughout the show
- Ensure the smooth running of the radio live shows
- follow a script, or improvising, and following the rundown as best as possible
- Voiceover for PSMs
- Access to Internet and a laptop is a must.

The **Technical Coordinator** is responsible for:

- Provide technical support to the project
- Assist in arranging guests and preparing show reports
- Conduct technical tests, including sound checks
- Maintain day to day management of production studio and control room by ensuring the studio is prepared and production needs are addressed and to communicate with radio stations to ensure live streaming and broadcast of the programmes run smoothly.
- Support proper setup and operation of recording equipment, switching, and routing systems, audio mixers, audio monitors, servers, lighting, and other associated equipment for shows
- Provide real-time trouble shooting during show taping/broadcast
- Manage audio recording of the shows.
- Record the video messages from speakers, edit the videos with English sub-titles and produce a 90 second message for promotion on local govt website and its Facebook page
- Coordinate with local government department technical team to get access to website of department.
- As a freelance, the technical coordinators should have audio and video recording, editing and mixing equipment.
- Production of PSMs process.

The **Reporters** is responsible for:

- Coordinate with the producer and program manager for assignments
- Determine stories, production sequences, and recoding requirements
- Conduct the production for the report package, including scripting, recording, and editing
- Send finalized report package to the producer for inclusion in the show.
- As a freelance, the reporters should have audio recording editing and mixing equipment.
- Internet connectivity is a must.
- Do thorough field research for preparing the community perception reports and case studies.
- Meet regularly with the government partners in the merged districts for developing the feature reports on government measures.
- Meet with the community members for community perception reports.
- Do a field survey and collect relevant data about feature reports and case studies.
- Research and produce detailed case studies
- Travel to adjacent merged districts and subdivisions to collect relevant data for field reports.

The **Translator** is responsible for:

- Translate the contents/interview narrations etc. into required languages.
- As a freelance, the translator should have his own laptop and internet connectivity.

The **Feedback coordinator** is responsible for:

- To manage the live calls during the radio shows.
- To record the details of the callers.
- To maintain the call record
- To manage the WhatsApp number for the feedback
- To maintain the call record on weekly basis
- Work closely with the project manager.
- To maintain call record from all 4 radio stations

The **PSM Scriptwriter** is responsible for:

- To produce the public service message
- To produce public service messages in poetical form
- To produce public service messages in dialogue form
- To produce public service messages for the government of Khyber Pakhtunkhwa

The **Editor and recording** is responsible for:

- To edit the audios and sound mixing
- To have the necessary equipment required for the recording and editing the short audios
- To create background music in the audios.

The **Designer for Billboard of the project** is responsible for:

- To design the billboard based on the theme of the project.
- To use the latest software for designing and illustration.

Trainer is responsible for:

- To train the staff about the project induction and orientation
- To orient the staff about their roles and responsibilities including the JDs.
- The conduct the conflict management session with the staff during the training.

Trainer for the case studies recording and reporting

- To train the reporters about reporting the case studies.
- To train the reporting about recording the case studies in the given time limit
- To orient the reporters about data collection and data validation for the case studies.
- To build the capacity of the reporters about the methodologies applied for qualitative data collection.
- To orient the reporters about the unbiased reporting for the case studies.

**NOTE:** All the interested candidates shall fulfill the minimum qualification criteria mentioned above.

All the interested candidates shall send the following;

- i. **Job Application Form** (download it from IM Sciences website: [www.imsciences.edu.pk](http://www.imsciences.edu.pk))
- ii. **An Updated Resume**
- iii. **Attested Photocopies of Education Documents and Experience Certificates**
- iv. **03 Passport Size Attested Photographs** (white or blue background)
- v. **Attested Photocopies of CNIC**

Last date for documents submission: **December 28, 2021, between 09:00.am to 04: 00.pm on below address in HRDC.** No queries / documents shall be entertained / accepted after the last date of submission.

**NO TA/DA will be paid.**

**Address:** Human Resource Development Centre (HRDC) - IM Sciences, 1-A, Sector E/5, Phase 7, Hayatabad, Peshawar. Phone: 091-9217332, 5861024-25 Ext: 218.

Only shortlisted candidates will be called for Interview.

03 Attested  
Passport Size  
Photographs  
(White or Blue  
Background)

Institute of Management Sciences Peshawar

**JOB APPLICATION FORM for PROJECT**

**“Radio Shows for Community Outreach and Awareness on Local Government System Including Access to Local Government Services in the Merged Areas and Right to Services (RTS)”**

Date: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Name (In Block Letters): \_\_\_\_\_

Father’s Name (In Block Letters):

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CNIC No. (Also Attach a Photocopy):

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Contact No.: \_\_\_\_\_ Contact No. in Case of Emergency: \_\_\_\_\_

Mobile No.: \_\_\_\_\_ Mobile No. in Case of Emergency: \_\_\_\_\_

Email ID: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Present Address: \_\_\_\_\_

Years of Experience with Government: \_\_\_\_\_ with Development Sector \_\_\_\_\_ with Private Sector \_\_\_\_\_

**Academic Records:**

Examination	Name of Certificate / Degree	Roll No.	Board / University from which passed	Year of passing	Marks Obtained / Total Marks OR CGPA / Total GPA	Percentage
S.S.C or equivalent						
Intermediate or equivalent						
14 Years Education						
16 Years Education						
18 Years Education						

Signature of Applicant: \_\_\_\_\_

