



**POSITION: TERMS OF REFERENCE (TOR): COMMUNICATIONS**  
**SPECIALIST**

**Job responsibilities include:**

- Provide the Director SEC with write-ups on specific topics pertaining to energy in SAARC Member States;
- Efficiently and quickly coordinate all communication related activities pertaining to internal and external stakeholders of SEC;
- Maintain and regularly update the SEC website and social media platforms, as well as the SEC activity calendar;
- Plan, write, prepare and/or review press releases and articles to be included in SEC newsletter and other publications;
- Research, interview, write, edit, proof-read and distribute content for electronic media and print communication;
- Conduct interviews, and write articles and speeches on the development in energy sector of South Asia;
- Maintain a detailed repository of press releases and articles;
- Conduct periodic surveys among the member states utilizing web-based tools;
- Participate in the setting-up and preparation of all SEC sponsored events;
- Assist Professional Staff as required, especially in editing and composing technical reports;
- Any other assignment(s) delegated by the Director or an Officer authorized by him in this regard.

**Qualification and Experience:**

- Masters Degree (16-year education) preferably in Information Technology / Mass Communication / Journalism.
- Additional Qualification in Management Sciences will be an added advantage;
- At least 5 years' experience in a reputable national and international organization(s) is preferred.
- Ability to understand the energy and environment technical context.



- Ability to maintain strong presence on social media
- Ability to produce high quality reports, carry-out comparative analysis of publications, consolidate information and make solid recommendations;
- Have strong initiative, self-motivation, and ability to effectively work in a multicultural environment;
- Ability to lead a small team to deliver results;
- Possess excellent interpersonal and communication skills;
- Excellent command of written and verbal English;
- Proficiency in standard application software such as MS Word, MS Excel, MS PowerPoint, MS Project.

**Duty Station:**

The selected candidate will be stationed in Islamabad, Pakistan.

**Tenure:**

The selected candidate will serve SEC for a period of three years, **which may be extended in exceptional circumstances, to a maximum period not exceeding three years.**

**Allowances, Facilities and Benefits:**

As per SAARC harmonized rules, if selected as a **Communication Specialist**, the applicant should be on deputation and his/her salary will be protected by the sending Government of the Member State. Deputation of officials at Regional Centres will not affect their promotion and seniority prospects in their service at home. **The selected professionals will be eligible for the following allowances:**

**Living Allowance:**

Communication Specialist will be entitled to living allowance of USD 1,253 (50% in US Dollar & 50% in Pak Rupees) per month.

**Accommodation Allowance:**

Communication Specialist will be entitled to unfurnished accommodation within the rental ceiling of USD 708 (Payable in Pak Rupees).

**Furnishing/Settlement Grant:**

The Professional staff shall be entitled to a one-time lump-sum furnishing/settlement grant of USD 2,000 on first arrival (payable in Pak Rupees).

**Children's Education Allowance:**

Reimbursement of 90% of school tuition fees, including Admission, Registration and other compulsory charges, subject to an annual ceiling of USD 1,500 per child for a maximum of two children between the age of 5 to 21 years i.e. children up to Grade XII/A-level.



Reimbursement shall be made on presentation of actual receipt(s) from the concerned educational institutions.

**Medical Coverage:**

Professional staff shall be entitled to reimbursement of actual expenses on medical treatment for self, spouse and dependent children, subject to an annual ceiling of USD 1,500 including 80% reimbursement of hospitalization charges.

**Home Leave Passage:**

Professional staff appointed from Member States other than the host country shall be entitled to return economy class Air Ticket for self, spouse and two children once in 3 years after completion of 18 months of continuous service at the Centre.

**Emergency Passage:**

Professional staff appointed from Member States other than the host country shall be entitled to emergency passage once in their entire term, in case of death of an immediate family member (spouse, parents, children and spouse's parents) of the official.

**Telephone:**

Professional Staff shall be entitled to use telephone at their residences, up to USD 20 per month.