

## Program Assistant

<b>Job Title:</b>	<b>Program Assistant</b>
<b>Reports to:</b>	<b>Project Director</b>
<b>Appointing Authority:</b>	<b>Chairperson PCSW</b>
<b>Nature of Appointment:</b>	4 Months Contract or completion of the project, whichever is earlier
<b>Responsibility:</b>	<ul style="list-style-type: none"> <li>• Support in coordinating meetings with relevant stakeholders for facilitating smooth project implementation.</li> <li>• Prepare minutes of project meetings, reports of events and workshops etc.</li> <li>• Maintain meeting minutes of meetings with officials.</li> <li>• Maintain proper archival records for PCSW history and reference files.</li> <li>• Form short briefs with regards to activities for the website updates.</li> <li>• Maintain proper photographic record for PCSW archival and website updates.</li> <li>• Coordinate schedule of respective supervisor.</li> <li>• Support in preparing for meetings by doing required desk reviews or Internet research or by coordinating with relevant department/ organization.</li> <li>• Maintain record of the presentations and where necessary coordinate with press for publishing.</li> <li>• Show commitment and understanding for all aspects of the job.</li> <li>• Adhere to information sharing protocols of the project.</li> <li>• Any other task assigned by the authorities from time to time.</li> </ul>
<b>Minimum Qualification, Age &amp; Experience:</b>	<b>Qualification:</b> B. A / B.Sc. from HEC recognized University. Preferably 1-year relevant experience. <b>Skills Required:</b> Strong IT and writing skills.
<b>Age:</b>	22-30
<b>Pay, allowances, and perks</b>	Market base pay package.
<b>Mode of filling up the post</b>	Through open competition after advertisement in the Press. Selection to be made by a Committee headed by the Chairperson PCSW.