



Job Description

Job Title:	Media and Communications Officer
Project:	Strengthening Community Resilience and WASH Services in Vulnerable Communities of District Pishin
Department:	Institutional Partnerships Development
Report to:	Project Manager
Location:	District Quetta / Pishin
Budgeted Salary	PKR: 90,000/-
Contract Type & Duration	Contractual/10 months
Background	This project, supported by a UN agency, aims to improve access to climate-resilient WASH services and essential community infrastructure in vulnerable communities of District Pishin, Balochistan. Addressing challenges such as water scarcity, poor sanitation, inadequate waste management, and climate-related risks, the intervention adopts a participatory and community-led approach to strengthen resilience, improve public health, and promote sustainable local solutions through Community Action Planning, infrastructure rehabilitation, and hygiene promotion.
Purpose	The purpose of the Media and Communication Officer is to design, manage, and execute the communication strategy for the project to maximize visibility, transparency, and accountability to affected populations. Operating under a participatory and community-led framework, the position ensures that project goals, implementation updates, and beneficiary feedback channels are effectively publicized to target vulnerable groups, local line departments, and the funding agency. The officer plays a vital role in capturing community-level milestones through professional video recordings and documentary films, highlighting climate-resilient interventions, and supporting the behavioral change communication strategy for community campaigns.
Main Responsibilities	<ul style="list-style-type: none"> • Lead the conceptualization, scripting, filming, and editing of high-quality video recordings, short clips, and comprehensive documentary films capturing project milestones, community transformations, and stakeholder testimonials. • Ensure that every intervention and activity is documented in accordance with Muslim Hands' media guidelines and receives timely visibility across all social media platforms through close coordination with the Country Office Media Team. • Draft, design, and compile premium communication and visibility products, including project banners, case studies, success stories, and regular photographic updates for quarterly reporting.



	<ul style="list-style-type: none"> • Collaborate with the WASH and Community Mobilization teams to develop culturally appropriate IEC materials used by community resource persons for hygiene and sanitation campaigns. • Ensure transparent and public presentation of project objectives, entitlement parameters, and selection guidelines on community notice boards or communal spots to eliminate exclusion risks. • Compile project milestones, narrative updates, and field findings to formulate comprehensive progress reports in compliance with institutional guidelines and donor regulations. • Provide complete media, audio-visual, and technical documentation support for municipal alignment workshops, community validation forums, and final handover ceremonies with provincial authorities. • Or another task assigned by Manager
<p>Required Qualification, Experience and Skills:</p>	<ul style="list-style-type: none"> • Bachelor’s degree in Mass Communications, Journalism, Public Relations, Film/Media Production, or a related social sciences discipline. • 3 to 5 years of demonstrated experience managing media portfolios, donor visibility, or public relations in humanitarian or community development projects, with a proven portfolio of documentary filmmaking and corporate/NGO video production. preferably within an INGO or UN-funded infrastructure or relevant project environment in Baluchistan. • Excellent command of written and spoken English, along with total fluency in Pashto, Dari and Urdu to seamlessly interact with local administrative stakeholders and project beneficiaries. • Advanced proficiency in video editing software (such as Adobe Premiere Pro, Final Cut Pro, or DaVinci Resolve), multimedia design tools (Adobe Creative Suite, Canva), and professional camera operation (DSLR/Mirrorless) for high-definition video recording and photography. • In-depth knowledge of Baluchistan’s localized socio-cultural landscape, gender-sensitive communication standards, and accountability to affected populations frameworks. • Exceptional copy-writing, scripting, storyboarding, and narrative report drafting expertise with an ability to distil technical engineering or WASH data into engaging visual and written stories.
<p>Additional Information (Safeguarding, Inclusion, and</p>	<ul style="list-style-type: none"> • Muslim Hands maintains a zero-tolerance policy towards discrimination and unequal power dynamics and is fully committed to equity, inclusion, and safeguarding (PSEA).



Application Requirements)	<ul style="list-style-type: none">• As part of our Safeguarding Policy, all applicants must present a valid CNIC and proof of qualifications/experience at the time of test/interview.• Muslim Hands has a ZERO tolerance policy on prevention of Physical and Sexual Exploitation and Abuse (PSEA), Safeguarding, and child protection/GBV, which is part of MH code of conduct and Ethics.• We are an equal opportunity employer and actively encourage applications from all qualified individuals, irrespective of gender, ethnicity or origin, disability, political beliefs, religious beliefs, sexual orientation, or socio-economic status to apply to become a part of the organization• If this role aligns with your skills and values, we encourage you to apply by submitting the required information on online portal , and additionally sharing detailed CV - along with Covering Letter.• Please note that only shortlisted candidates will be contacted. <p>We reserve the right to close the recruitment process early and make appointments before the closing date.</p>
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