

# Career Opportunity

A public-sector organization is seeking applications from qualified female candidates for the position of Liaison Cum Protocol Officer, based at Islamabad. Attractive salary package and other benefits will be provided to the selected candidate.

## Female Liaison Cum Protocol Officer

Interested candidates may download the Application form from CTSP website [www.ctsp.com.pk](http://www.ctsp.com.pk). Please send CV along with attested documents (educational & experiences), duly complete application form (with 2 Photos and a copy of CNIC) to CTSP Headquarter. Office No. 802, Sector D-12/2, Main Double Road, Islamabad, till **28 August 2019**. For detail information of position, please visit [www.ctsp.com.pk](http://www.ctsp.com.pk).

## Career Testing Services Pakistan CTSP Headquarter

House# 802, Sector D-12/2 Major Road 1, Islamabad  
Contact# 051-111004455 , 0331-2223898

## **Career Opportunity**

A public-sector organization is seeking applications from qualified female candidates for the position of “**Liaison Cum Protocol Officer**”, based at Islamabad. Attractive salary package and other benefits will be provided to the selected candidate.

### **Job Description**

- To serve as a primary point of direct administrative contact and liaison with other offices, individuals, and external institutions and agencies on a range of specified issues;
- To organize, facilitate and attend meetings, conferences, and other special events, as required;
- To schedule and prepare meeting materials as well as take minutes and assist the Minister-in-Charge, Head of Department or any other senior official during all official meetings/commitments at Islamabad;
- To assist in planning and execution of foreign visits including paperwork with Foreign Office and Embassies/Consulates;
- To have an up-to-date knowledge of all on-going and under negotiations foreign funded projects related to the organization;
- To be flexible in assuming other duties according to the organization needs;
- To support strategic partnerships with international donor agencies by providing top-quality advice, facilitating effective knowledge management, and providing technical assistance to project planning, coordination, monitoring and reporting in any collaboration;
- Salary Package is negotiable in accordance with the qualifications, skills and past experience of candidates;
- The hiring will be initially on contract for a period of 02 years, which can be further extended subject to satisfactory performance.

### **Personal Skills and Qualifications:**

- At least Master’s degree from an HEC recognized university, preferably in the fields of Political Science, Mass Communication, Journalism and Marketing;
- Excellent written and verbal communication (Proficiency in English and Urdu);
- Excellent Electronic-Correspondence, Letter-Drafting and Report-Writing skills;
- Strong planning, organizational and prioritizing skills;
- Advanced level knowledge of MS-Office (including Word, Excel and PowerPoint) and Social media;
- Ability to work independently as well as in a team;
- Excellent knowledge of the Pakistani Administrative Network and International Missions/Agencies working in Pakistan;
- Minimum 03 years’ experience in a similar position; preference to be given to candidates having work experience with Government Departments, Multinational Firms or Diplomatic/International missions.
- This position requires strict confidentiality and integrity as well as high level of responsibility, reliability and sense of duty;