



Job Details:

Job Title: Communication officer

Location: Hyderabad, Sindh

Type of Employment: Full-time

Contract: 1 year (extendable)

Roles & Responsibilities:

- Supports the development, design, and implementation of the communication and outreach strategy.
- Oversee the implementation of the CSSP's branding, communication, and visibility work in coordination with programme teams including publications, website, social media strategies/posts, digital campaigns.
- Coordinates the production of communication material, assists in the sub-editing and proof reading of communications products including but not limited to success and impact stories, case studies, documentaries, photographs, videos.
- Regularly update and maintain the organization's website and social media platforms (LinkedIn, Facebook, Instagram, Twitter, etc.) with engaging and informative content.
- Drafts press briefings and press releases for organizational events.
- Work closely with program team to develop and design high quality IEC material including newsletters, brochures and other thematic publicity materials.
- Develop and maintain strong contacts, relations with print, digital, and broadcast media and other stakeholders to maximize coverage of key initiatives
- Monitor digital analytics and generate reports to assess the effectiveness of digital campaigns and identify areas for improvement.
- Lead communications efforts for organization events, conferences, and training programs, including invitations, media coordination, visibility and promotional content.
- Develop, review and disseminate regular programme updates to internal and external audiences, including newsletter, bulletins, briefs, etc.
- Undertake any other tasks related to communications as requested by the supervisor

Required Qualifications:

- Bachelor's degree in Communications, Public Relations, Social Sciences, or a related field.
- 03-05 years of experience in communications, program coordination, or a similar role, preferably in development sector.
- Excellent written and verbal communication skills in English, Urdu, and Sindhi.
- Proficiency in social media management and content ideation.

- Experience with event planning and logistics management.
- Proficiency in MS-365, Canva, and other digital softwares.
- Strong skills to handle multiple tasks and meet deadlines.
- Self-driven and proactive, demonstrating a strong capacity to take initiative.

How to Apply:

Interested candidates should submit their CV along with a cover letter to hr@cssp.org.pk by or before **10th April, 2025**. CSSP is an equal opportunity employer and encourages applications from women, minorities, and persons with disabilities.