

No.1-1/2021-DS (Admn)
Government of Pakistan
Ministry of Federal Education &
Professional Training
National Rahmatul-lil-Aalameen Authority

SITUATION VACANT

Applications are invited from suitable candidates (male/female) for recruitment in the National Rahmatul-lil-Aalameen Authority (NRA) under the Ministry of Federal Education & Professional Training against the following temporary (Fixed Pay) position(s) initially for a period of one year:-

S.#	Title	No. of post(s)	Qualification & Experience
1)	Coordinator (Salary range as per market norms)	02	Bachelors degree in fields of Art, Design, Advertising Fashion Design etc. Relevant experience of job coordination, job workflow handling of the creative process with adequate knowledge of Audio, Video, Design, Printing, Event Management. Minimum 2 years of experience in TV Channel and a minimum of 2 year experience in Design House, Advertising Agency. Must also possess soft skills of copy writing, idea generation and event planning. Must be proficient in MS Xcel and MS Word. Must be available to work long hours and relocate and/ or work remotely.
2)	2D Compositing Animator (Salary range as per market norms)	02	Preferably with a diploma from any certified Training Institute with minimum experience of 6 years with Production House or TV Channel with proven proficiency in Adobe After Effects latest versions, compositing, post including colour correction and basic understanding of LUTs and grading. Must also possess basic understanding of Adobe Premier and/or Apple FCP X. Must be available to work long hours and relocate and/ or work remotely.
3)	3D Animator (Salary range as per market norms)	01	Preferably with a diploma from any certified Training Institute with minimum experience of 10 years with proven proficiency in Maya 3D Studiomax and/or Cinema 4D (preference will be given to Cinema 4D). Hands-on knowledge of compositing, post including advanced knowledge and skills for colour correction and basic understanding of Editing, Sound and Graphic Design with proficiency in Adobe Illustrator, Adobe Photoshop. Work experience must be with a Production House or TV Channel. Applicant must be available to work long hours and relocate and/or work remotely.
4)	Non Linear Editors (Salary range as per market norms)	02	Minimum experience of 8 years with proven proficiency in Adobe Premier/ DaVinci Resolve and/or Apple FCP X (preference will be given to those with operating knowledge and proficiency of FCP X). Must possess beginners/basic skillset of operating Vector based software (preference will be given to those with operating knowledge of Adobe Illustrator) and Raster based Software (preference will be given to those with operating knowledge of Adobe Photoshop). Basic sound editing in any audio software (preference will be given to users of Logic Pro X). Work experience must be with a Production House or TV Channel. Applicant must be available to work long hours and relocate and/ or work remotely
5)	Concept Writer	01	English/Urdu (preference will be given to bilingual writers) Preferably with a degree in Mass Communications /Advertising with a minimum of 5 years of concept writing experience of creating concepts for doccommercials, commercials, print campaigns with an Ad/Digital Agency or a TV Channel. Computer literacy to include word processing skills on MS Word and InPage Urdu. Must be available to work long hours and relocate or and/ work remotely.
6)	Copy Writer (Salary range as per market norms)	02	English/Urdu (preference will be given to bilingual writers) Preferably with a degree in Mass Communications/Advertising and a minimum of 4 years of copy writing experience for advertisements, digital, social media content writing, newsletters, leaflets, etc. with an Ad Agency, Digital Agency and or a TV Channel. Computer literacy to include word processing skills on MS Word and InPage Urdu. Must be available to work long hours and relocate and/ or work remotely.
7)	Producer (Salary range as per market norms)	01	Minimum of 5 years of production management and planning experience. Must be well-versed and have hands on knowledge of Pre Production, Production and Post Production stages of digital video filming. Should possess satisfactory knowledge of Art Direction, Production Design, Scripting, Scheduling, Production Logistics etc. Work experience must be with a Production House or TV Channel. Applicant must be available to work long hours and relocate and/ or work remotely.
8)	Production Assistant (Salary range as per market norms)	01	Minimum of 3 years of production management and planning experience as a assistant. Must be well-versed and have hands on knowledge of Pre Production, Production stages of digital video filming. Should possess satisfactory knowledge of Scheduling, Production Logistics etc. Work experience must be with a Production House or TV Channel. Applicant must be available to work long hours and relocate and/ or work remotely.
9)	Senior Researcher (Salary range as per market norms)	01	With degree in Social Sciences and emphasis and past experience in research and analysis possessing a minimum work experience of 5 years with Think Tanks, Academia with focus of Arts, Culture, Film and Entertainment Industry. Must have published at least 2 papers on the subject. Applicant must be available to work long hours and relocate and/or work remotely

Contd....P/2

From pre-page:

S.#	Title	No. of post(s)	Qualification & Experience
10)	Research Associate (Salary range as per market norms)	02	With degree in Social Sciences and emphasis and past experience in research and analysis possessing a minimum work experience of 1 year with Think Tanks, Academia with focus of Arts, Culture, Film and Entertainment Industry. Applicant must be available to work long hours and relocate and/or work remotely.
11)	Graphic Designer (Salary range as per market norms)	01	Three (03) years minimum experience in Graphic Design Work with speed and proficiency in soft wares including but not limited to Adobe Illustrator and Adobe Photoshop. Candidate must have the past experience in Design House, Advertising Agency or a Publication House. Knowledge of Inpage and IDesign will be an additional plus. Applicant must be available to work long hours and relocate and / or work remotely.

- Only shortlisted candidates on the basis of eligibility criteria will be called for interview. Virtual / online interview will be arranged on request. No TA/DA will be paid for interview.
- During the service, if selected candidate proved for provision of forged information and fake/bogus documents, the NRA reserve the rights to cancel the appointment at any stage and legal action will be initiated accordingly.
- NRA reserve the right to cancel the recruitment process in part or whole, increase/decrease the number of posts as per requirement.
- Application form is available on Ministry's website i.e., www.mofept.gov.pk.
- Prescribed application form alongwith CV and a passport size photograph shall reach to the office of the undersigned by 12th January, 2022 on or before 1700 hours. Copies of Certificates, Degrees, Mark Sheets need not to attach.

(Hameed Khan Niazi)
Deputy Secretary (Admn)/ Director (NRA),
M/o FE & PT, Room No.112, 1st Floor, Block-C,
Pak Secretariat, Islamabad.
Tel:- 051-9205433
Email: hameedniazi02@gmail.com

APPLICATION FORMAT

Photograph

Post applied for: _____

1. Name:- _____

2. Father's Name:- _____

3. Date of Birth:- _____

4. Domicile:- _____

5. Qualification:- _____

6. Experience:- _____

7. CNIC No. _____ (attested copy must be attached)

8. Postal Address:- _____

9. Cell/Contact No. _____

Date:- _____

Signature of Applicant:
