



# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF MEDIA MONITORING OFFICER (BS-16) IN THE INFORMATION & CULTURE DEPARTMENT (CASE NO. 67H2019)**

### **Main Responsibilities and Tasks:**

1. To monitor the national Urdu/English Satellite TV Channels, Radio programme / Social Media.
2. To prepare an abridged summary of various Talk Shows, Reports, Footages and News items.
3. To note down the noticeable tickers relating to the Punjab Government and its departments and the timely dispatch of the the same to the higher authorities.
4. To keep constant liaison with the Shift In-charge regarding the important issues discussed on various TV Channels.

### **REQUIRED QUALIFITIES/DISPOSITION AND PRIORITY OF PERSONALITY TRAITS**

1. Administrative Ability
2. Writing Skills
3. Financial Responsibility.
4. Communication Skills.
5. Leadership Qualities.
6. Ability to Think Out of the Box.

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