



Job Description

Position Title	Communications Specialist
Department	COO Office
Reporting To	Vice President, Operations and Finance
Type of Position	Contract – Full Time

POSITION DESCRIPTION:

The incumbent will be reporting directly to the Vice President, the Communication Specialist provides executive and administrative support to the Vice President. This includes: facilitating his work, overseeing the planning and roll out of his calendar, helping the Vice President prepare for his meetings and engagements by anticipating the information required, following up on action items emerging from his meetings.

DUTIES AND RESPONSIBILITIES:

The duties and responsibilities of this position include, but are not limited to, the following functions:

- Working with the Vice President to help him prepare for meetings and other engagements; conducting background research, reading all materials, and developing précis of papers for meetings attended by the VP.
- Working with the VP to prioritize his commitments allowing him to maintain effective communication with his team and with external audiences
- Preparing communications for and on behalf of the Vice President, verbally, and through written email, letters and reports where required – demonstrating professionalism, knowledge, credibility and confidentiality of the highest level
- Supporting the development of overall Finance & Operations strategy, especially shaping and guiding the work of ad hoc task forces or working groups set up to further the institutional strategy design and implementation
- Supporting the setup and facilitating discussion; articulating and synthesizing concepts, ideas and strategies emerging from drafts and generating feedback and responses for further consideration
- Preparing papers for approval within the University; and for the VP to present to senior leadership of the University
- Overseeing the implementation of and developing strategy for major communications/messaging from the Office of the Vice President, Habib University.
- Providing University-wide coordination and liaison with direct reports to the Vice President
- Undertaking special projects as assigned by the Vice President

REQUIRED JOB SPECIFICATIONS:	
Required Qualification	Bachelor's Degree in Mass Communications, Marketing or related field and/or equivalent experience/training.
Required Experience	<ul style="list-style-type: none"> • At least three years of related work experience or comparable transferable experience • Excellent problem-solving skills - show initiative in taking on issues that require resolution or solving • Ability to demonstrate sound judgment in challenging and sensitive situations and everyday business • Excellent written and verbal communication especially in English and Urdu • Exceptional organizational, project management and planning skills • Superior interpersonal skills and ability to build and maintain relationships with a variety of stakeholders such as donors, University staff, representatives of partner universities, and others

REQUIRED JOB COMPETENCIES (Technical and Soft Skills):		
<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Writing Skills	High
2.	Interpersonal communication	High
3.	Excellent organizational and time management skills	High
4.	Interest in working with diverse groups	High
5.	Critical thinking and analytic skills	High
6.	Knowledge of Microsoft Office (Word, Excel, PowerPoint/Prezi, Outlook).	High