

**National Compliance Centre (NCC)
Job Descriptions (JDs)**

Job Description for Thematic Expert – Human Rights & Labour Rights

Market Based Competitive Salary

1. Lead the development and implementation of programs related to human rights & labour rights at enterprise level.
2. Support alignment of sectoral industries/SMEs in human rights & labour rights principles with the national and international legislations.
3. Collaborate with industrial stakeholders to integrate human rights and laws into organizational practices on health & safety, inclusivity, social benefits, and any other issues pertaining to human rights and labour rights.
4. Conduct risk assessments, develop and implement strategies to mitigate risks and promote a safe working environment at enterprise level.
5. Collaborate with departments to address issues affecting human rights & labour rights compliances.
6. Build and maintain relationships with external stakeholders, NGOs and human rights organizations to remain updated on new interventions in human rights & labour rights regulations and support enterprises in attaining compliance certifications.
7. Develop Compliance SOPs, and deliver training programs to the concerned stakeholders on the subject theme. Promote awareness of human rights & labour right issues and provide guidance on best practices in different sectors particularly to SMEs.
8. Collaborate with auditors on assessments, and develop monitoring mechanisms with the concerned stakeholders to track compliance with human rights and labour rights standards.
9. Perform any other tasks and duties as assigned by Project Director NCC.

Education: Master's degree in Human Rights, Administrative Sciences, Business Administration or related field e.g. Supply Chain Management, International Trade from National or International HEC recognized university with in-depth knowledge of international labour law principles.

Experience: The expert shall have command on / experience in program management with a focus on human rights & labour laws having a minimum of 5-year specialised working experience and an overall experience of at least 07 years. Previous work at international level and knowledge of international best practices would be an advantage.

Additional Requirements:

- Must be able to work individually, in team or lead a group of team members.
- In-depth knowledge and certification/s of international human rights principles and labour laws
- Strong IT skills in Microsoft Office, Presentation tools, Data analysis and report writing
- Strong oral communication and written skills, negotiation and interpersonal skills
- Fluency in oral and written English and Urdu is a must. Fluency in local languages will be of an additional benefit.

Job Description: Manager (Training & Outreach/Events)
Market Based Competitive Salary

Job Summary:

Manager (Training & Outreach/Events) will be responsible for overseeing and supporting the outreach activities, training & development related activities in different cities for NCC. This role will require a strong understanding of event management best practices, logistics management, administrative procedures, and financial management principles.

Key Responsibilities:

1. Develop and execute comprehensive outreach campaigns across various channels, including email, social media, public relations, and industry events.
2. Identify and cultivate relationships with key influencers, media outlets, and industry partners.
3. Coordinate logistics for training programs, including scheduling, venue arrangements, and participant registration. Provide excellent customer service to clients and participants.
4. Gather feedback from participants and use it to improve program quality and delivery.
5. Craft compelling outreach messages that resonate with target audiences and drive engagement.
6. Track and analyze campaign performance, identify areas for improvement, and adjust strategies accordingly. Track key performance indicators (KPIs) related to outreach and program enrollment. Prepare regular reports on outreach activities and program performance.
7. Analyze data to identify trends and make data-driven decisions.
8. Manage outreach budgets and ensure cost-effectiveness.
9. Stay up-to-date on industry trends and best practices in outreach and public relations and utilize various channels for outreach.
10. Build and maintain relationships with potential clients and partners.
11. Contribute to the development of marketing and communications strategies & represent NCC at relevant industry sectors events and conferences across the country.
10. Perform any other tasks and duties as assigned by Project Director NCC.

Education: Bachelor's or Master's degree in Commerce, Business Administration, Management, Administration or related field, from HEC recognized university with equivalent experience in areas of training & development, outreach activities in different cities.

Experience: The expert shall have command on / experience in outreach & logistics management with an overall experience of at least 07 years. Previous work in the outreach activities, planning & logistics shall be a plus point.

Additional Requirements:

- Must be able to work individually, in team or lead a group of team members.

- **In-depth knowledge of administrative management & logistics along with networking abilities.**
- **Strong IT skills in Microsoft Office, Presentation tools, Data analysis and report writing**
- **Strong oral communication and written skills, negotiation and interpersonal skills**
- **Fluency in oral and written English and Urdu is a must. Fluency in local languages will be of an additional benefit.**

Job Description: Content Writer/Graphic Designer
Market Based Competitive Salary

Job Summary:

National Compliance Centre (NCC) are seeking a creative and versatile individual to join our marketing team as a Content Writer/Graphic Designer. This role requires a strong understanding of both written and visual communication, with the ability to create engaging and impactful content across various platforms.

Key Responsibilities:

1. Develop high-quality, original content for various platforms, including website copy, blog posts, social media updates, email campaigns, and marketing materials.
2. Conduct thorough research and gather information to support content creation.
3. Work closely in collaboration with the team of NCC and communicate effectively to develop relative content for specified themes.
4. Edit and proofread all content for accuracy, clarity, and grammar.
5. Collaborate with the marketing team to brainstorm and develop content strategies.
6. Design visually appealing graphics for social media, website banners, presentations, and other marketing materials.
7. Create compelling visuals that effectively communicate key messages.
8. Maintain brand consistency across all design elements.
9. Utilize design software such as Adobe Creative Suite (Photoshop, Illustrator, InDesign) proficiently.
10. Stay up-to-date on industry trends and best practices in content marketing and graphic design.
11. Assist with other marketing and communications activities as needed.
12. Perform any other tasks and duties as assigned by Project Director NCC.

Education: Bachelor's degree in Marketing, Communications, Journalism, Graphic Design, or a related field, from HEC recognized university.

Experience: Minimum 03 years of experience with video editing and motion graphics. Knowledge of social media marketing best practices. Proven experience as a Content Writer and Graphic Designer, with a strong portfolio showcasing your work. Experience with content management systems (CMS).

Additional Requirements:

- Excellent written and verbal communication skills.
- Strong understanding of SEO principles and best practices.
- Proficiency in Adobe Creative Suite (Photoshop, Illustrator, InDesign) and other relevant design software.
- Ability to work independently and as part of a team.
- Strong organizational and time-management skills.
- A passion for creating engaging and impactful content.

National Compliance Center (NCC) Job Description (JDs)
Job Description for the Assistant Manager – Information Technology
Market Based Competitive Salary

1. Oversee IT infrastructure, including networks, servers, and systems, ensuring optimal performance.
2. Assist in IT project management, including planning, implementation, and monitoring.
3. Ensure cyber security measures are in place to protect organizational data and systems.
4. Manage IT support and troubleshooting processes for hardware, software, and network issues.
5. Develop and enforce IT policies and procedures to ensure compliance with industry standards.
6. Coordinate with vendors and service providers for IT-related procurements and services.
7. Monitor system performance and generate reports to identify areas for improvement.
8. Conduct training sessions to enhance IT awareness and skills among employees.
9. Stay updated with emerging IT trends and recommend new technologies for adoption.
10. Perform any other tasks and duties as assigned by the Project Director.

Education: Master or 4 Years BS degree in Computer Science, Information Technology, or a related field from HEC recognized university.

Experience: 5+ years of experience in IT infrastructure design / management, system administration, or related roles. Proficiency in network administration (Server configuration, account creation and resource allocation), cyber security (firewall configuration and policies). Hands-on experience with IT infrastructure, cloud computing (AWS, local or hybrid cloud), and software applications. Strong problem-solving skills and ability to handle technical challenges effectively. Excellent communication and team management abilities. Certification in ITIL, CCDE, COA, CCNP, CCNA or other relevant IT certifications is a plus.

Additional Requirement:

- Must be able to work individually, in team, or lead a group of team members.
- Strong oral communication and written skill, negotiation and interpersonal skill.
- Fluency in oral and written English and Urdu is must. Fluency in local languages will be an additional benefit,
- Strong analytical and decision-making skills.
- Ability to manage multiple projects and meet deadlines.
- Effective leadership and team coordination abilities.
- Attention to detail and commitment to maintaining IT security standards

Job Description (JDs)
Job Description for the Media & Communication Officer
Market Based Competitive Salary

The Media & Communication Officer is responsible for capturing and documenting events, managing social media platforms, and ensuring effective communication strategies to enhance the organization's visibility and engagement. The role involves content creation, photography/videography, media outreach, and digital marketing.

1. **Event Capturing & Documentation:** Capture high-quality photos and videos of events, ensuring proper framing, lighting, and angles. Live-stream key moments on social media platforms. Edit and archive event footage for internal and external use. Coordinate with event teams to ensure smooth media coverage.
2. **Social Media Management:** Develop and execute social media strategies to increase engagement and reach. Create, schedule, and manage posts across platforms (Facebook, Twitter, LinkedIn, Instagram, TikTok, etc.). Monitor trends and analytics to optimize content performance. Engage with followers, respond to inquiries, and moderate discussions.
3. **Media Relations and Outreach:** Develop and maintain relationships with journalists, bloggers, and influencers. Draft and distribute press releases, media advisories, and event coverage reports. Arrange and coordinate interviews, press briefings, and media coverage.
4. **General Communication and Reporting:** Maintain a content calendar and ensure timely updates across communication channels. Track and report key performance metrics on media engagement. Support internal communication efforts, including newsletters and organizational updates.
5. **Artificial Intelligent:** Knowledge of Gen-AI Apps and websites for assistance and AI-driven solutions (Open AI, Chat GPT, Deep Seek etc.). Expertise in data science, deep learning, and cloud-based AI implementation.
6. **Content Creation & Branding:** Design visually appealing graphics, banners, and promotional materials. Draft compelling captions, blog posts, press releases, and newsletters. Maintain consistency in brand messaging and visual identity.

Education: Master or 4 years Bachelor's degree in Communications, Media Studies, Journalism, Marketing, or a related field, from HEC recognized university.

Experience: Proven experience of 03 years in media, social media management, or event coverage. Strong photography, videography, and editing skills (Adobe Premiere, Photoshop, Canva, etc.). Excellent writing and storytelling abilities. Knowledge of digital marketing, SEO (Search Engine Optimization), Artificial Intelligent (AI) and analytics tools. Ability to work in a fast-paced environment and meet deadlines. Strong interpersonal skills and teamwork abilities.

Additional Requirement:

- **Must be able to work individually, in team, or lead a group of team members.**
- **Strong oral communication and written skill, negotiation and interpersonal skill.**
- **Fluency in oral and written English and Urdu is must Fluency in local languages will be an additional benefit,**
- **Strong analytical and decision-making skills.**
- **Ability to manage multiple projects and meet deadlines.**
- **Effective leadership and team coordination abilities.**
- **Attention to detail and commitment to maintaining IT security standards**

Job Description: Dispatch Rider
Market Based Competitive Salary

Job Summary:

The Dispatch Rider is responsible for timely and safe delivery of packages, documents, and other items to various locations within the city. This role requires a highly motivated and responsible individual with excellent riding skills and a strong sense of direction.

Key Responsibilities:

1. Safely and efficiently deliver packages, documents, and other items to designated locations according to schedules and customer instructions.
2. Ensure timely and accurate delivery of all items & collect signatures and other required documentation from recipients.
3. Perform basic vehicle checks (e.g., tire pressure, oil levels) before and after each shift & report any vehicle maintenance issues to the supervisor promptly. Ensure the cleanliness and proper upkeep of the assigned motorcycle.
4. Provide excellent customer service to all recipients.
5. Communicate effectively with dispatch and customers regarding delivery status and any potential delays.
6. Handle customer inquiries and complaints professionally and efficiently.
7. Adhere to all traffic laws and safety regulations & maintain a clean driving record.
8. Wear appropriate safety gear (helmet, gloves, reflective clothing) at all times & drive defensively and avoid any risky maneuvers.
9. Perform other duties as assigned by the Project Director NCC.

Education: Minimum Matriculation, recognized from intermediate board.

Experience: 01 year minimum experience in dispatch

- Valid motorcycle driver's license with a clean driving record.
- Excellent riding skills and knowledge of local traffic rules.
- Strong sense of direction and ability to navigate efficiently within the city.
- Physically fit and able to lift and carry packages of varying weights.
- Excellent customer service and communication skills.
- Ability to work independently and as part of a team.
- Reliable and punctual with a strong work ethic.

Additional Points:

- Experience in delivery or courier services.
- Knowledge of GPS navigation systems.
- Good communication skills.