**MINISTRY OF INFORMATION AND BROADCASTING**

**Information Service Academy**

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Following are detailed qualification, experience and job descriptions for various positions of the staff to be posted under PSDP project, titled “Digital and Social Media Simulation Lab in ISA”.

**LAB ADMINISTRATOR**

**Qualification:** BCS/BCSE or Equivalent Degree

**Years of Experience:** Minimum Five years

**Job Descriptions:**

* Support computer lab operations.
* Support faculty and undertraining officers/officials to use computer software and hardware.
* Prepare presentations on software packages/applications and design original templates.
* Manage laboratory software and hardware to ensure security of installed systems.
* Maintain proper record of the users of Lab.
* Maintain proper record of equipment, its maintenance history in order to control damage and malfunction.
* Offer access to reference manuals and other information to users.
* **Any other assignment related to the Lab as and when directed by the DG ISA.**

**DIGITAL/SOFTWARE SPECIALIST**

**Qualification:** BCS/BCSE / MCS/MCSE or Equivalent Degree

**Years of Experience:** Minimum Seven years

**Job Descriptions:**

* Develop information systems by designing, developing, and installing software solutions.
* Develop software solution keeping in view the information needs of the Ministry.
* Documents and demonstrates solutions by developing flowcharts, layouts, diagrams, charts, code comments and clear codes.
* Offer performance and capacity support for hardware and operating systems.
* Obtain licenses of software from vendors, recommending purchases, and testing and approving products.
* Maintain the website and development using latest tools
* Responsible for developing dynamic website as and when required
* Any other task assigned by management.
* **Any other assignment related to the Lab as and when directed by the DG ISA.**

**SOCIAL MEDIA EXPERT**

**Qualification:** BCA/BCS/BCSE or Equivalent Degree

**Years of Experience:** Minimum Five years

**Job Descriptions:**

* Develop, implement and manage social media strategy
* Define most important social media KPIs.
* Manage and oversee social media content.
* Measure the success of every social media campaign
* Assist with crisis management, bad reviews, and negative news communications
* Create and maintain social media pages and profiles
* **Any other assignment related to the Lab as and when directed by the DG ISA.**

**IT MANAGER**

**Qualification:** BCS/BCSE / MCS/MCSE or Equivalent Degree

**Years of Experience:** Minimum 10 years

**Job Descriptions:**

* Manage information technology and computer systems
* Keep regular checks on network and data security
* Design training programs and workshop for staff
* Conduct regular system audits
* Oversee and determine timeframes for major IT projects
* Provide direction for IT team members
* Identify opportunities for training and skill advancement for IT team
* **Any other assignment related to the Lab as and when directed by the DG ISA.**

**GRAPHIC DESIGNER**

**Qualification:** BCA/BCS/BCSE or Equivalent Degree

**Years of Experience:** Minimum Five years

**Job Descriptions:**

* Conduct training in graphic, 3D presentation skill & design training modules
* Design printable graphics for all the events and trainings
* Conceptualize, design and brand the training material with visuals to meet training needs
* Select colors, images, text style and layout for graphics
* Develop illustration logos and other designs using modern software
* Handle issues related to copyrights, reprint and permission processes
* Provide support to web graphic needs
* **Any other assignment related to the Lab as and when directed by the DG ISA.**