

## **Terms of References (TORs) for Media Directorate Internee**

### **Responsibilities:**

1. To assist in maintenance of official record/documents, reports, presentation etc.
2. To assist in archiving files.
3. To organize information catalogue of all documents/publications pertaining to NDMA events/activities.
4. To assist in daily print & electronic media analysis for senior management.
5. To undertake research to provide background information for articles.
6. Coordinate and organize appointments and meetings.
7. To assist in event management of NDMA events.
8. To assist in preparation of press releases both in English and Urdu.
9. To assist in content development for Publications.
10. To prepare content of tickers and other desired messages required to be aired on TV channels.
11. To carryout still camera coverage of related activity/events.
12. To archive/maintain video/still pictures of various events/activities.
13. To gather news and information regarding day to day NDMA events.
14. To develop and coordinate the development of graphic content designs, artwork, illustrations/layouts involving public information, advertising materials and multimedia presentations.
15. To assist the design, layout, and production work of Computer Graphic Designer.
16. Handle computer applications efficiently.
17. Any other assignment from the concerned Media officers.