

Detailed ToRs as per PC-I

Sr. No.	Position	PPS / Salary	Qualification /Experience	Age	Job Description
1	Motion Design Lead / Senior Animator	PPS-09	Bachelor's or Master's degree in Animation, Multimedia Arts, Graphic Design, or any other field. Minimum 6 years of professional experience in motion design, animation, or visual storytelling. Strong proficiency in: - Adobe After Effects (expressions, effects, 2.5D animation) - Illustrator, Photoshop, Premiere Pro - Optional: Blender, Cinema 4D, or other 3D tools Demonstrated ability to translate complex or technical data into engaging motion content. Experience producing work in or for the public, development, or environmental sectors is preferred. Familiarity with Pakistan's climate issues and governance context is a strong asset. A professional portfolio demonstrating range and quality in animated work is mandatory.	45 Years (max)	To develop visually engaging motion content that conveys climate challenges and policy responses in a compelling way. To lead the creative development, execution, and quality control of all animated outputs within the ministry. To act as the sole technical expert on motion design within the digital media team. Demonstrate a strong sense of visual storytelling, creative concept development, and aesthetic judgment. Develop mood boards, storyboards, and animation styles that match MoCC's tone and climate narratives. Ensure the design and animation reflect regional diversity, inclusivity, and are engaging to a wide audience, including youth and vulnerable communities. Maintain a consistent visual identity across all animations, aligning with MoCC's communication goals and cultural context. Conceptualize and produce motion graphics, animated explainers, and infographic videos aligned with MoCC's campaigns and climate communication priorities. Animate climate data (e.g., temperature shifts, rainfall patterns, biodiversity loss) into visual stories using charts, transitions, and maps.

					Translate policy material into animated sequences for public awareness. Ensure motion content is optimized for various platforms (Reels, TikTok, YouTube Shorts, TV spots, presentations). Maintain project files, versioning, asset libraries, and rendering outputs. Troubleshoot issues related to video rendering, compatibility, and design consistency. Work closely with the Head of Communications and policy teams to shape the visual storytelling strategy from a climate perspective. Provide creative input during content planning meetings and communication briefings. Recommend tools, plug-ins, or visual styles to enhance quality and impact. Manage multiple timelines and requests independently. Prioritize urgent campaigns (e.g., disaster alerts, national/international climate days). Produce rapid-response animations when required (e.g., infodemic corrections, social media myths). Produce inclusive visuals reflecting Pakistan's regional diversity. Ensure bilingual (Urdu-English) execution with appropriate fonts, typography, and script flow. Design with accessibility in mind (e.g., readable text, color contrast, visual hierarchy).
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2	IT and Data Specialist	PPS-10	16 years of education in IT, Computer Science or Software Engineering At least 08 years of relevant post-qualification experience in IT operations, cybersecurity, database management, systems and digital solutions. Strong knowledge of Windows and/or Linux environments. Knowledge of programming (Python, Java, PHP) and web development. Knowledge of programming, databases, and software development. Familiarity with networking concepts (LAN/ WAN, firewalls, routers, switches). Experience with MS Office Suite, antivirus software, and backup solutions.	52 Years (max)	Initiate and lead the process for the development of a data repository for the Ministry of Climate Change and Environmental Coordination. Provide technical leadership to enhance the Ministry's efficiency in climate-related data management, policy implementation, and environmental monitoring. Responsible for managing and maintaining the IT infrastructure, systems, and digital solutions of the Ministry of Climate Change and Environmental Coordination. Oversee IT inventory, procurement, and licensing of software/hardware. Ensure high quality advisory and implementation support to achieve the objectives and outputs of the project in relevance to the E-Governance. Establish and maintain local server setup including establishment of Network policies (Password, Drivers etc); Upgrade and maintain MoCC&EC website and upload project reports, maps, promotional material and etc.; Activate, upgrade and maintain e-office, official emails and task monitor of MoCC&EC, as required. Any other task assigned by management.
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