

## JOB DESCRIPTION

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| 1. | Social Media<br>Content Writer               | <ol style="list-style-type: none"><li>1. Responsible to manage the social media</li><li>2. To manage the tweets, facebook and public reaction about the police department.</li><li>3. Social Media image building of the department.</li><li>4. Will be responsible to inform the competent authorities in case of any negative or positive public opinion.</li><li>5. Uploading of official activities / good work received by the field officers.</li><li>6. Preparation of CDs of the interviews / news packages by T.V Channels.</li></ol> |
| 2. | Non-linear<br>Editing Editor<br>(NLE Editor) | <ol style="list-style-type: none"><li>1. To edit the footages received from the field.</li><li>2. Preparation of news footages captured during activities.</li><li>3. Responsible to upload and download the outgoing and incoming footages.</li><li>4. Co-ordinate with media after uploading the official videos.</li><li>5. Editing on TV Channels and video shooting.</li><li>6. Preparation of one-minute documentary reports.</li></ol>  |