

INTERNSHIP OPPORTUNITY

Sindh Education Foundation invites application(s) for the paid internship program under **FY 2016-17** to be offered initially to successful candidate(s) for minimum period of three (03) months (extendable up to 02 years, maximum).

S. No.	Department/Location	Area of Expertise/Interest	Qualification Required
1.	I.T Department, Head Office Karachi	Network/System/Server 1 st level; technical support, MIS tools, MS Dynamics ERP.	Graduate or Masters in Information Technology or Software Engineering.
2.	CDC, Shershah Karachi	Teaching for promoting following subjects: English, Math, Science.	Graduation &/or Masters in any discipline (Preference will be given to residents of Shershah, Karachi.
3.	Advocacy and communication Unit, Head Office Karachi	Content writing for Publications & Web Portals.	Graduate &/or Masters in Arts, or Business Administration.
4.	Procurement/Finance Department	Public Sector Procurement/Finance	Graduate &/or Masters in Supply Chain/Finance.
5.	HR Department	Human Resource Management	Graduate &/or Masters in Human Resources.

Terms & Conditions:

- i. Test of all the shortlisted applicants shall be conducted to select the right candidate.
- ii. Successful candidates shall be called upon for the interviews.
- iii. Merit list shall be uploaded on the official web site of SEF-www.sef.org.pk.
- iv. No TA/DA is admissible to the applicants for the test/interviews.
- v. Incomplete or applications received after **October 23, 2016** shall not be entertained.
- vi. No experience required to apply for internship. (**Fresh graduates are encouraged to apply**).
- vii. Applicant holding domicile of Sindh province are entitled to apply for the internship.
- viii. Age of the applicant must be:
 - Intermediate or Diploma holders not above 25 years of age.
 - Graduate not above 30 years of age.
 - Masters not above 35 years of age.
- ix. Successful internees shall get certificates of Internships on successful completion of their internship tenure.
- x. Stipend shall be disbursed on monthly basis in accordance with the policy of SEF.

Note:

Applicant(s) can email their CVs to sefhumanresources@gmail.com by mentioning Department/Location applied for.

S/d
HUMAN RESOURCES DEPARTMENT
SINDH EDUCATION FOUNDATION
Office Address: Plot # 21-A, Block-7/8,
OCHS, Ameer Khusro Road, Karachi.