



# Sindh Education Foundation

Government of Sindh



## CAREER OPPORTUNITIES (PC-I POSITIONS)

Sindh Education Foundation (a Government of Sindh Organization) invites applications, through a third party firm M/s UHY Hassan Naeem & Co. Chartered Accountants, for the following positions from suitable candidates **domiciled in Sindh** for appointment purely on contractual basis. All Applications to be sent to M/s UHY Online as per instructions given below, before the expiry date i.e. July 29th, 2017.

Introducing Smart Teaching and Learning (INSTAL)	1	<b>Assistant Director</b>	<b>Location: Karachi - Positions: (1)</b>
	The candidate must possess Master's in Business and/or Public Administration atleast in 2nd division or equivalent from a recognized University. Certifications in Project Management and Information & Communication Technology will be preferred. Should have atleast <b>5 - 8 years of experience</b> in working at a similar position (Project head/Manager). Experience in Education/Development sector will be a plus. Regular coordination with internal and external stakeholders with respect to administrative, financial, technical and/or legal aspects of the project. Must have strong interpersonal and communications /presentation skills with a dynamic and extrovert personality willing to apply with derive and commitment. Must have the capacity for multitasking and meet deadlines and must be able to handle ICT technology with a proven track record. Proficiency in MS Office is mandatory. <b>Age limit: Atleast 24-35 years</b>		
	2	<b>Officer IT Development</b>	<b>Location: Karachi - Positions: (1)</b>
	The candidate must possess atleast Bachelor's Degree OR Masters preferably in IT/Computer Sciences atleast in 2nd division or equivalent from a recognized University. Certifications in Software Development/Computer Networking will be preferred . Should have atleast <b>3 - 5 years of experience</b> in working at a similar position. Must demonstrate hands-on experience in Software Development. Candidate must be a self-initiator with abilities to work alone and do multi-tasking. Candidate must also have good communication skills in order to coordinate with the Software Developer(s). Proficiency in MS Office is mandatory. <b>Age limit: Atleast 22-30 years</b>		
Strengthening of SEF Support & Regulatory Mechanisms (SSSRM)	3	<b>Officer Documentation</b>	<b>Location: Karachi - Positions: (1)</b>
	The candidate must possess Master's Degree preferably in Social Sciences/ Business and/or Linguistics atleast in 2nd division or equivalent from a recognized University. Certifications in Language Competencies and/or Communication skills will be preferred. Should have atleast <b>3 - 5 years of experience</b> in working at a similar position. Experience in Education /Development sector will be a plus. Position implies regular coordination with Government Departments, internal/ external stakeholders. Candidate must have strong command over writing technical/project based reports and must be able to communicate effectively with all stakeholders through different medium. Proficiency in MS Office is mandatory. <b>Age limit: Atleast 22-30 years</b>		
	4	<b>Junior Officer, Training &amp; Deployment</b>	<b>Location: Karachi (2), Mirpurkhas (1) - Positions: (3)</b>
	The candidate must possess Bachelor's or Masters Degree preferably in Computer Science atleast in 2nd division or equivalent from a recognized University. Preference would be given to subject specialists having strong background in subject, Maths, Science, English, etc. Holders of B.Ed/M.Ed will be encouraged. Applicants must possess sound knowledge of ICT and have relevant certification(s). Must demonstrate hands-on experience in Training and Operating Computers/Tablets. Candidate must have strong communication skills in English, Sindhi and Urdu. Preferably <b>1 - 3 years of experience</b> of working on a similar position. Proficiency in MS Office is mandatory. <b>Age limit: Atleast 22-28 years</b>		
	5	<b>Assistant Director (Subject Specific Trainer) English/Maths/Science</b>	<b>Location: Karachi - Positions: (3)</b>
	The candidate must possess Master's in English Linguistics (for English Post), Mathematics (for Mathematics Post) and Masters in Physics/Chemistry/Biology (for Science Post) atleast in 2nd division or equivalent from a recognized University. Certified Trainers with M.Ed /B.Ed will be preferred. Should have atleast <b>5 - 7 years of teaching experience</b> in a reputable organization along with sound knowledge of training frameworks. Subject specialist/expert should have strong competency of English language (and also Urdu for Mathematics & Science), both in written as well as verbal. Proficiency in MS Office is mandatory. <b>Age limit: Atleast 24-35 years</b>		
	6	<b>Senior Officer (Subject Specialist Trainer) English</b>	<b>Location: SBA, Sehwan &amp; Larkana - Positions: (3)</b>
	The candidate must possess Master's in English atleast in 2nd division or equivalent from a recognized University. Certified Trainers with M.Ed /B.Ed will be preferred. Should have atleast <b>5 - 7 years of teaching experience</b> in a reputable organization along with sound knowledge of training frameworks. Subject specialist/expert should have strong competency of English, Sindhi and Urdu languages, both in written as well as verbal. Proficiency in MS Office is mandatory. <b>Age limit: Atleast 24-30 years</b>		
	7	<b>Senior Officer (Subject Specialist Trainer) Maths</b>	<b>Location: Larkana &amp; Badin - Positions: (2)</b>
	The candidate must possess Master's in Mathematics at least in 2nd division or equivalent from a recognized University. Certified Trainers with M.Ed /B.Ed will be preferred. Should have atleast <b>5 - 7 years of teaching experience</b> in a reputable organization along with sound knowledge of training frameworks. Subject specialist/expert should have strong competency in English, Sindhi and Urdu languages, both in written as well as verbal. Proficiency in MS Office is mandatory. <b>Age limit: Atleast 24-30 years</b>		
8	<b>Senior Officer (Subject Specialist Assessor) Science/ English</b>	<b>Location: Karachi - Positions: (2)</b>	
The candidate must possess Master's degree in Science/Social Sciences with English Linguistics (for English post) and Majors in Bio/Physics and Chemistry (for Science post) at least in 2nd division or equivalent from a recognized University. Candidates having M.Ed/B.Ed will be preferred. Should have atleast <b>5 - 7 years teaching experience</b> in a reputable Organization with sound knowledge of various assessment frameworks. Having command on English, Sindhi and Urdu languages, both in written as well as verbal. Proficiency in MS Office is mandatory. <b>Age limit: Atleast 24-30 years</b>			
9	<b>Officer (Subject Specific Assessor) English/ECE/Maths/Science</b>	<b>Location: Karachi - Positions: (4)</b>	
The candidate must possess Master's degree in English Linguistics (for English post), in Education Specialization in ECE/ Social Sciences with diploma in Early Childhood Education (for ECE post), Master's in Chemistry/Physics/Biology (for Science post) and Master's in Mathematics (for Maths post) atleast in 2nd division or equivalent from a recognized University. Should have atleast <b>5 years teaching experience</b> in a reputable Organization. Candidates must possess knowledge of various assessments theoretical frameworks. Having command in English, Sindhi and Urdu languages, both in written as well as verbal. Proficiency in MS Office is mandatory. <b>Age limit: Atleast 22-30 years</b>			
10	<b>Officer (Subject Specific Trainer) English</b>	<b>Location: Mithi - Positions: (1)</b>	
The candidate must possess Master's in English atleast in 2nd division or equivalent from a recognized University. Certified Trainers with M.Ed/B.Ed will be preferred. Should have atleast <b>5 years of teaching experience</b> in a reputable Organization along with sound knowledge of training frameworks. Subject specialist/expert should have strong competency of English and Urdu languages, both in written as well as verbal. Proficiency in MS Office is mandatory. <b>Age limit: Atleast 22-30 years</b>			
11	<b>Officer (Subject Specific Trainer) Science</b>	<b>Location: Larkana - Positions: (1)</b>	
The candidate must possess Master's in Chemistry/Physics/Biology atleast in 2nd division or equivalent from a recognized University. Certified Trainers with M.Ed/B.Ed will be preferred. Should have atleast <b>5 years of teaching experience</b> in a reputable Organization along with sound knowledge of training frameworks. Subject specialist/expert should have strong competency of English and Urdu languages, both in written as well as verbal. Proficiency in MS Office is mandatory. <b>Age limit: Atleast 22-30 years</b>			
12	<b>Officer (Subject Specific Assessor) Statistician</b>	<b>Location: Karachi - Positions: (1)</b>	
The candidate must possess a degree in MSc (Statistics) atleast in 2nd division or equivalent from a recognized University. Should have atleast <b>2 - 3 years experience</b> . Shall be able to compute data and run analyses in SPSS Software. Candidate must have strong communication skills in English, Sindhi and Urdu, both in wrtten as well as verbal. Proficiency in MS Office is mandatory. <b>Age limit: Atleast 22-30 years</b>			
13	<b>Junior Officer (Subject Specific Trainer) Science</b>	<b>Location: Sehwan - Positions: (1)</b>	
The candidate must possess a Bachelor's in Chemistry/Physics/Biology atleast in 2nd division or equivalent from a recognized University. Certified Trainers with M.Ed/B.Ed will be preferred. Should have atleast <b>3 - 5 years of teaching work/internship experience</b> in a reputable Organization along with sound knowledge of training frameworks. Subject specialist/expert should have strong competency of English and Urdu languages both in written as well as verbal. Proficiency in MS Office is mandatory. <b>Age limit: Atleast 22-28 years</b>			
14	<b>Junior Officer (Subject Specific Trainer) Maths</b>	<b>Location: Shaheed Benazirabad - Positions: (1)</b>	
The candidate must possess a Bachelors Degree in English atleast in 2nd division or equivalent from a recognized University. Certified Trainers with M.Ed/B.Ed. will be preferred. Should have atleast <b>2 - 3 years of teaching work/internship experience</b> in a reputable Organization along with sound knowledge of training frameworks. Subject specialist/expert should have strong competency of English and Urdu languages both in written as well as verbal. Proficiency in MS Office is mandatory. <b>Age limit: Atleast 22-28 years</b>			
15	<b>Junior Officer (Subject Specific Trainer) English</b>	<b>Location: Karachi - Positions: (1)</b>	
The candidate must possess a Bachelors in relevant subject atleast in 2nd division or equivalent from a recognized University with content knowledge of Mathematics. Certified Trainers with M.Ed/B.Ed. will be preferred. Should have <b>2 - 3 years of teaching work/internship experience</b> in a reputable Organization along with sound knowledge of training frameworks. Subject specialist/expert should have strong competency of English and Urdu languages both in written as well as verbal. Proficiency in MS Office is mandatory. <b>Age limit: Atleast 22-28 years</b>			
16	<b>Junior Officer (Composer, Training &amp; Assessment)</b>	<b>Location: Karachi - Positions: (2)</b>	
The candidate must possess a Bachelor's Degree atleast in 2nd division or equivalent from a recognized University with excellent skills to do computerized composing of the text in local languages. Preferably <b>2 - 3 years of work/internship experience</b> of working on a similar position. Certificate courses from a reputable institute, prior experience of composing educational material and designing skills will be an added advantage. Candidate must have excellent composing skills in Sindhi, Urdu & English besides that must have strong grip on Microsoft Word, Photoshop, Adobe Illustrator, Excel and Powerpoint. Proficiency in MS Office is mandatory. <b>Age limit: Atleast 22-28 years</b>			
17	<b>Assistant Training &amp; Assessment</b>	<b>Location: Badin &amp; Mithi - Positions: (2)</b>	
The candidate must possess a Bachelor's Degree atleast in 2nd division or equivalent from a recognized University in any discipline from a reputable institution. Should have atleast <b>1-2 years of teaching/training/assessment work/internship experience</b> working in a reputable organization/institution. Experience of working in under-resourced communities will be strongly preferred. Proficiency in MS Office is mandatory. <b>Age limit: Atleast 20-26 years</b>			
18	<b>Assistant Training &amp; Assessment</b>	<b>Location: Karachi - Positions: (5)</b>	
The candidate must possess a Bachelor's degree in any discipline atleast in 2nd division or equivalent from a recognized University from a reputable institution. Should have atleast <b>1 - 2 years of teaching/training/assessment work/ internship experience</b> working in a reputable organization/ institution. Candidate must have good communication skills (including Urdu, English & Sindhi) and should possess basic knowledge of ICT. Provide their services during the exam execution as invigilators. Willing to do field visits. Work as a paper checker on e-marking and the manual checking. Maintain database of the exams. Proficiency in MS Office is mandatory. <b>Age limit: Atleast 20-26 years</b>			

**Note for the Applicants:**

- Interested candidates should submit their Online Applications at [www.hr-uhy.com](http://www.hr-uhy.com) before the expiry date i.e. July 29th, 2017 and upload their domicile, educational testimonials etc for consideration. Application sent in person, by courier, email or fax will not be entertained.
- The recruitment and selection process would be strictly merit based. Therefore any applicant's efforts to influence the selection would render his/her application disqualified without notice.
- Only M/s UHY Hassan Naeem & Co. is authorized by the Sindh Education Foundation to conduct Recruitment & Selection for the aforementioned vacancies.
- Selection will be merit based followed by the test & interviews.
- All degrees should be at least 2nd division or equivalent from a University recognized by the Higher Education Commission (HEC). Nothing less than a 2nd division will be accepted.
- Candidates having prior experience in public sector will be given preference.
- Preference will be given to the applicants belonging to the respective regions/ districts (job locations) for which the positions are being advertised.
- Proficiency in MS Office is mandatory for all positions.
- Candidates may apply for only one position at a time as test will be conducted simultaneously for all the vacancies.
- Disable (2%) and minorities (5%) quota shall be maintained as per policy amongst the successful candidates.
- Only shortlisted candidates will be called for test and interview and no TA/ DA will be offered/ allowed.
- The SEF reserves the right to increase/decrease the number of posts or not to fill any post/ withhold the appointment against any advertised positions any time without assigning the reason.
- Age relaxation shall be given to all the candidates applying for the vacancies in accordance with the prescribed rules of the Government of Sindh.
- We are an equal opportunity employer.