



Sindh Education Foundation

Government of Sindh



CAREER OPPORTUNITIES

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.

S.No	Chief Internal Auditor - Positions: 1	Karachi	S.No	Officer (IT/EMIS) - Positions: 1	Karachi
1	The candidate must be a CA Finalist (articles completed from a reputed firm) / ACCA / ACMA. Candidates also having CIA may be given preference. Have minimum 7 to 10 years of experience of Internal Audit in a public or a recognized private organization. Comprehensive knowledge of Government financial rules, regulations, procedures, internal controls, auditing, corporate governance regulations of public entity, preparation & presentation of audit reports to Board of Directors and Departmental (DAC) & Public Accounts Committees (PAC). Sound knowledge of international standards on auditing, methods and procedures. Candidate having experience of Government as well as Corporate Governance Rules will be preferred. Excellent communication skills are required.		26	The candidate must possess Master's degree in Computer Sciences or equivalent with minimum 3 to 4 years of relevant experience. Working knowledge of ERP is the mandatory requirement. Certification in MCSE, CCNA and working knowledge of MS dynamics will be a plus. Candidate should be highly proficient in respect of provisioning installation/configuration and maintenance of Tier-II multi-level Servers and Software components adhering to organizational and industrial standards.	
2	Assistant Director - Positions: 1	Karachi	27	Officer (Network Administrator) - Positions: 1	Karachi
	The candidate must be a CA Finalist (articles completed from a reputed firm) / ACCA / ACMA / MBA (Finance) with minimum 5 to 7 years of experience of Finance and Accounting in public or a recognized private sector Organization. Comprehensive knowledge of government financial rules, regulations, procedures and internal controls. Candidate having Specialized Certification in Finance and Accounts with knowledge of accounting related software will be given preference. Candidate having experience of Government as well as Corporate Governance Rules will be preferred. Excellent communication skills are required.			The candidate must possess Master's degree in Computer Sciences (Information technology) or equivalent with minimum 3 to 4 years of relevant experience. Candidates possessing certification in MCSE, CCNA will be given a preference. He/she will be responsible smooth operations of data center, LAN, WAN and will manage them and their related work in all aspects i.e. Network Planning & Deployment, Firewall & Router Configuration, Network Availability, Reliability & Security.	
3	Officer - Positions: 1	Karachi	28	Junior Officer - Positions: 10	Karachi, Khairpur, Hyd, Larkana, Badin, Mirpurkhas, Benazirabad, Sukkur, Dadu & Sanghar
	The candidate must be an ACCA/ MBA (Finance) or equivalent. Candidate must have minimum 3 to 4 years of experience of Finance and Accounting in public or private sector Organization. The candidates should have sound knowledge of government financial rules, regulations and procedures. Candidates having experience in Government as well as Corporate Governance Rules will be preferred. Good communication skills are required.			The candidate should have a Bachelor's degree in Computer Sciences or equivalent with minimum 2 to 3 years of work/internship experience. He/she shall be responsible for data Entry, installation of new IT Systems, updation of existing hardware, software and network, troubleshooting and installation of all types of PC hardware & Clients OS.	
4	Junior Officer - Positions: 8	Karachi, Hyderabad, Benazirabad, Larkana, Sukkur, Mirpurkhas, Sanghar	29	Regional Assistant Director - Positions: 1	Shaheed Benazirabad
	The candidate must possess Bachelor's degree in Commerce / Business Administration - Accounting and Finance or equivalent with minimum 2 to 3 years of work/internship experience of Finance/Accounts in public or private organization. Sound knowledge of international accounting and finance standards, methods and procedures. Candidates having experience in Government as well as Corporate Governance Rules will be preferred.			The candidate must possess Master's degree in Social Sciences / Public Administration / Business Administration with minimum 5 to 7 years of experience in managing and monitoring of Social Sector preferably in public sector. Ability to create liaison with government departments and grass root level development organizations is a basic requirement for the job. Excellent communication skills in English, Urdu, and Sindhi with networking skills are required.	
5	Junior Officer (Internal Audit) - Positions: 2	Karachi	30	Senior Officer / Officer In charge - Positions: 3	Sanghar(1), Mithi(1), anywhere in Sindh(1)
	The candidate must possess Bachelor's degree in Commerce/Business Administration - Accounting and Finance or equivalent with minimum 2 to 3 years of work/internship experience of internal audit in public or private organization. Sound knowledge of international auditing standards, methods and procedures. Candidates having experience in Government as well as Corporate Governance Rules will be preferred.			The candidate must possess a Master's Degree in Business/Public Administration with minimum 4 to 5 years of professional experience in project management, coordination and/or communication. The candidate must be well versed in Oral and written communication in English, Urdu and Sindhi.	
6	Assistant Finance & Compliance - Positions: 6	Hyderabad (1), Mirpurkhas (1), Umerkot (1), Thatta (1), Shikarpur (1), Badin (1)	31	Officer - Positions: 1	Karachi
	The candidate must possess Bachelor's degree in Commerce/Business Administration - Accounting and Finance or equivalent with minimum 2 to 3 years of work/internship experience of internal audit in public or private organization. Sound knowledge of international auditing standards, methods and procedures. Candidates having experience in Government as well as Corporate Governance Rules will be preferred.			The candidate must possess a Master's degree in Business/Public Administration with minimum 3 to 4 years of experience working in the administration department. The candidate should be well versed in oral and written communication.	
7	Assistant Director - Positions: 1	Karachi	32	Junior Officer - Positions: 3	Karachi (2), Sanghar(1)
	The candidate must possess Master's degree in Social Sciences or Statistics with minimum 5 to 7 years of working experience in handling Monitoring, Evaluation and Reporting systems. Must have command on data collection strategies, descriptive statistics, analytical reporting's. Sound knowledge of ERP, SharePoint server, web application development tools (PHP), Android applications, database administration, hardware will be a plus. Must also possess strong interpersonal, communication, analytical and reporting skills.			The candidate must possess Bachelor's degree in Social Sciences with minimum 2 to 3 years of work/internship experience. The candidate must be well versed in Oral and written communication in English, Urdu and local languages.	
8	Officer (Operators Financial Compliance) - Positions: 3	Karachi	33	Assistant - Positions: 3	Karachi
	The candidate should have a Master's degree in Business Administration - Accounting and Finance with minimum 3 to 4 years of working experience in Financial Management and Compliance. Command on books of accounts, financial statements, budgeting, planning and forecasting. Working knowledge of web base applications (PHP), Android apps maintenance will be a plus. Must possess strong communication, analytical and reporting skills.			The candidate must possess Bachelor's degree in Social Sciences. Must possess ability to communicate in English, Urdu and local languages. Candidates having minimum 1 to 2 years of work/internship experience in the administration department would be preferred. Good communication skills are required.	
9	Junior Officer (Operators Financial Compliance) - Positions: 1	Karachi	34	Senior Officer (Procurement) - Positions: 1	Karachi
	The candidate should have a Bachelor's degree in Statistics /Business Administration - Accounting and Finance with minimum 2 to 3 years of work/internship experience in Financial Management and Compliance. Sound Knowledge on books of accounts, financial statements, budgeting, planning and forecasting. Preference would be given to candidates possessing working knowledge of web base applications & Android apps maintenance. Must possess strong interpersonal, communication, analytical and reporting skills.			The candidate must possess a Master's degree in Supply Chain Management/Business Administration - Finance with minimum 4 to 5 years of experience of procurement in public sector. Must be well versed with SPPPA and WB rules. Excellent oral & written communication skills in English are expected. Functional knowledge of ERP and procurement/ supply chain related software will be an added plus.	
10	Junior Officer (Database Administrator) - Positions: 2	Karachi	35	Officer - Positions: 1	Karachi
	The candidate should have a Bachelor's degree in Computer Sciences with minimum 2 to 3 years of work/internship experience in MySQL and MySQLi database management, recent versions of MySQL, replication configuration in MySQL. Command on writing, optimizing SQL statements, code versioning tools and database integrations. Working knowledge of web base applications (PHP), Android apps maintenance will be a plus. Must possess report writing skills.			The candidate must possess a Master's degree in Supply Chain/Business Administration - Finance with minimum 3 to 4 years of experience in the relevant department of an Organization. Candidate having Technical knowledge about SPPPA will be given preference. The candidate must be well versed in Oral and written communication in English, Urdu and local languages.	
11	Junior Officer - Positions: 2	Mirpurkhas & Larkana	36	Assistant - Positions: 1	Karachi
	The candidate should have a Bachelor's degree in Social Sciences with minimum 2 to 3 years of work/internship experience in Monitoring and Evaluation Systems. Command on data collection strategies, operational knowledge of MS office is mandatory. Working knowledge of web base applications & Android apps maintenance will be a plus. Must possess report writing skills.			The candidate must possess a Bachelor's degree in Commerce. The candidate must be well versed in Oral and written communication in Urdu, English and local languages. He/she shall be responsible to provide assistance in Procurement functions. Candidates with minimum 1 to 02 years of work/internship experience in procurement/supply chain department in a public sector would be preferred. Good communication skills are required.	
12	Assistant Director - Positions: 1	Karachi	37	Director - Positions: 1	Karachi
	The candidate must possess MBA in Human Resources / Master's in Public Administration with minimum 5 to 7 years of experience in HR administration and supervisory role. Excellent communication, analytical skills are required.			The candidate should have a Master's degree in Social Sciences/ Business Management/ M.Phil. (18 years of education) from a recognized national/international academic institution with minimum 7 to 10 years of working experience in the field of Research & Organizational Communications. The candidate must be hands on about modern communication & research strategies with ability to handle in-house publications. Must exhibit ability to develop and execute a communication strategy of an organization. Excellent communication skills in English language and ability to write and command over social media management are mandatory. Candidate must have and ability to communicate/handle press; television and social media.	
13	Officer - Positions: 1	Karachi	38	Senior Officer - Positions: 1	Karachi
	The candidate must possess a Master's degree in Human Resources with minimum 3 to 4 years of relevant experience. The candidate must be well versed in Oral and written communication in English, Urdu and local languages.			The candidate must possess Master's degree in English/Communication with minimum 4 to 5 years of experience in content writing for in-house publications and/or web portals. Excellent communication skills; fluency in English, Urdu & Sindhi languages with ability to develop and execute communication strategy; a command over writing scripts and ability to handle press; television and social media.	
14	Junior Officer - Positions: 2	Karachi	39	Officer (Script Writer) - Positions: 1	Karachi
	The candidate must possess Bachelor's degree in Human Resources with minimum 2 to 3 years of work/internship experience. The candidate must be well versed in Oral and written communication in English, Urdu and local languages.			The candidate must possess Master's degree in Linguistics / Communication/ English. Candidate having Certifications/ Training Courses in creative writing will be preferred. Experience of 3 to 4 years in a similar position. Clear ideas of keywords and their proper use in content. Exceptional English writing and communication. Understand SEO copy writing and how to write particularly for web and print-media.	
15	Assistant - Positions: 2	Karachi	40	Officer (Web Master / Developer) - Positions: 1	Karachi
	The candidate must possess a Bachelor's degree in Social Sciences. The candidate must be well versed in Oral and written communication in Urdu and English and local languages. He/she shall be responsible to provide assistance in Human Resource functions. Candidates having minimum 1 to 2 years of work/internship experience in HR department would be preferred.			The candidate should have a Master's degree in Computer Sciences or equivalent with minimum 3 to 4 years of relevant experience. He/she will be responsible for the reliable and efficient web applications development. The candidate should have good Knowledge & skills of Web Development using PHP, Core PHP, MVC (Laravel & Code Ignitor), Word Press, Magento, Java Script, JQuery, and Ajax, etc. Good Knowledge of database & good skills of MySQL and candidates possessing relevant certifications/training courses would be preferred.	
16	Assistant Director Program (AALTP) - Positions: 1	Karachi	41	Junior Officer (ACU) - Positions: 1	Karachi
	The candidate must possess Master's degree in Social/Management Sciences with minimum 5 to 7 years of experience in managing school based educational programs at the grassroots level. The candidate possessing certifications and training courses in leadership and conflict management will be given preference. Excellent written and oral communication skills in English language are required.			The candidate must possess Bachelor's degree in Social Sciences with minimum 2 to 3 years of work/internship experience of job/post related to creative/content writing in English in a reputed organization. Candidate having Qualification/Certification Course in creative writing will be given preference. Must possess communication skills in Urdu, Sindhi and English.	
17	Senior Officer - Program SAS(1), ESSP(1), AALTP(1), PPRS(4) - Positions: 7	(SAS-Sukkur), (ESSP-Karachi), (AALTP-Karachi), (PPRS-Karachi, Shaheed Benazirabad, Khairpur & Mithi)	42	Senior Officer (Creative Writer) - Positions: 1	Karachi
	The candidate must possess Master's degree in Business Administration/ Public Administration. Candidate must possess minimum 4 to 5 years of experience preferably in education management at district/Taluka level. Candidates possessing Certification in the project management would be given preference. The candidate must be well versed in Oral and written communication in English, Urdu and local languages.			The candidate must possess Master's degree in Mass Communication/English Linguistics/ Literature with minimum 4 to 5 years of experience of job/post related to creative writing in English in reputed organization. Candidate having Qualification/Certification/Course in creative writing will be given preference. Experience of creative writing in Urdu and Sindhi languages will be given preference.	
18	Officer - Program PSDU(1), SMHSP (1), ESSP (1) - Positions: 3	Karachi	43	Officer (Content Writer) - Positions: 1	Karachi
	The candidate must possess Master's degree in Social Sciences with minimum 3 to 4 years of experience. The candidate must be well versed in Oral and written communication in English, Urdu and local languages.			The candidate must possess Master's degree in English Literature/Linguistics with minimum 3 to 4 years of experience of working as Content Writer in reputed organization and knowledge of proper usage of keyword in content. Candidate having Qualification/Certification/Course in content writing will be preferred. Understand SEO copy writing and how to write particularly for web and print-media.	
19	Junior Officer - Program (21) AALTP(1), ESSP(1), SMHSP(2), SAS(1), PPRS(3) - Positions: 29	(Programs-Karachi 2, Thatta 2, Khairpur2, Badin 2, Larkana 1, Shikarpur 1, Dadu 2, Mithi 3, Umerkot 2, Sanghar 2 & SBA 2), (PPRS-Mirpurkhas 1 & Karachi 2), (AALTP, ESSP, SMHSP, SAS-Karachi 5)	44	Senior Officer - Positions: 1	Karachi
	The candidate must possess Bachelor's degree in Social Sciences. Candidate must have minimum 2 to 3 years of work/internship experience in project management, coordination and communication. The candidate must be well versed in Oral and written communication in English, Urdu and local languages.			The candidate must possess Master's degree in Social Sciences with minimum 4 to 5 years of experience in managing project/program in a public sector organization. The candidate must be well versed in Oral and written communication in English, Urdu and local languages.	
20	Teacher - CDC - Positions: 1	Karachi	45	Junior Officer - Positions: 1	Karachi
	The candidate must possess Bachelor's degree in Education. Must have minimum 3 years of teaching experience at Primary/Post Primary level. Must be able to plan, organize and implement appropriate programs in a learning environment that guides and encourages students to develop and fulfill their academic potential.			The candidate must possess Bachelor's degree in Business Administration with minimum 2 to 3 years of work/internship experience. The candidate must be well versed in Oral and written communication in English, Urdu and local languages.	
21	Assistant - (PSDU, SMHSP, ESSP, AALTP) - Positions: 4	Karachi	46	Assistant - Positions: 2	Karachi
	The candidate must possess Bachelor's degree in Social Sciences. Candidate having minimum 1 to 2 years of work/internship experience. The candidate must be well versed in Oral and written communication in English, Urdu and local languages.			The candidate must possess Bachelor's degree in Social Sciences. The candidate must be well versed in Oral and written communication in English and/or local languages. The candidate will be required to assist the Program team. Candidates having minimum 1 to 2 years of work/internship experience in education sector would be preferred. Good communication skills are required.	
22	Director - Positions: 1	Karachi	47	Assistant Director Curriculum (English) - Positions: 1	Karachi
	The candidate should have a Master's degree in Computer Sciences/M. Phil. (18 years of Education) with minimum 7 to 10 years working experience of software development and handling core IT infrastructure. Must have At least 5 years' experience of senior IT position like project leader. He/she will be responsible for aligning all information management resources/ systems. He/She should also be responsible for designing, developing, implementing and managing the IT infrastructure including hardware, software, servers and networks. He shall be accountable for developing IT, budget, policies and procedures, ensuring consistent and improved IT facilities to the organizations user base. The candidate should have: * Software project management and development experience of enterprise level software preferably in the domain of ERP, Web, Mobile software projects. * Understanding of the software architectural patterns and anti-patterns for large-scale projects. * Knowledge of project management tools and techniques used in development. * Knowledge and Skills to manage the Tier-II data center having Windows & Linux servers along with Cisco equipment and maintain its reliability and security with business continuity plans. * Knowledge of Software Quality Assurance, its testing tools and Capability to implement Quality Management Systems Certificates. * Excellent communication and leadership. Certification in PMP, PHP and other relevant certifications will be a plus.			The candidate must be a Master's in English Linguistics with minimum 5 to 7 years of relevant experience in a recognized organization along with sound knowledge of curriculum development. Subject specialist/expert should have strong competency of English language both in written as well as verbal.	
23	Assistant Director - Positions: 1	Karachi	48	Assistant Director Curriculum (Science) - Positions: 1	Karachi
	The candidate should have a Master's degree in Computer Sciences or equivalent with minimum 5 to 7 years of relevant experience of handling such programs preferably in public sector. He/she will be responsible for smooth operations of data center, LAN, WAN, SAN and will manage them and their related work in all aspects i.e. hardware, software, availability, reliability, security, services, extensions, disaster recovery, etc. The candidate should have sound knowledge of the tier-II data center management and skills to manage the data center having Windows & Linux servers, Cloud, Virtualization along with Cisco equipment and ability to maintain its availability, reliability & security with business continuity plans. Candidates possessing certifications of MCSE, CCNA, CCNP will be given preference and functional knowledge of MS Dynamics is a plus.			The candidate must be a Master's in Physics/Chemistry/ Biology with minimum 5 to 7 years of relevant experience in a recognized organization along with sound knowledge of curriculum development. Subject specialist/expert should have strong competency of English, Urdu and Sindhi languages, both in written as well as verbal.	
24	Senior Officer, M&E (PHP Developer) - Positions: 1	Karachi	49	Assistant Director Curriculum (Mathematics) - Positions: 1	Karachi
	The candidate should have a Master's degree in Computer Sciences or equivalent with minimum 4 to 5 years of relevant experience. He/she will be responsible for the reliable and efficient web applications development. The candidate should have good knowledge & skills of Web Development using PHP, Core PHP, MVC (Laravel & Code Igniter), Word Press, Magento, Java Script, JQuery, and Ajax, etc. Good Knowledge of database & good skills of MySQL. Android development will be a plus.			The candidate must be a Master's in Mathematics with minimum 5 to 7 years of relevant experience in a recognized organization along with sound knowledge of curriculum development for the educational books of primary, elementary & secondary level. Subject specialist/expert should have strong competency of English and Urdu language for Mathematics both in written as well as verbal.	
25	Officer, M&E (Android Developer) - Positions: 1	Karachi	50	Senior Officer (Social Studies) - Positions: 1	Karachi
	The candidate should have a Master's degree in Computer Sciences or equivalent with minimum 3 to 4 years of relevant experience. He/she will be responsible for the reliable and efficient android applications development. The candidate should have good knowledge & skills of android app Development with Java, swing, SQLite, android studio, web services, mysql/sqlserver. Web development will be a plus.			The candidate would be Master's in Social Sciences (preferable in Geography) with strong content knowledge of Social Studies with minimum 4 to 5 years of experience in a reputed organization is required. Candidates must possess knowledge of curriculum development. The candidate must be well versed in Oral and written communication in English, Urdu and Sindhi.	
			51	Senior Officer Curriculum (Sindhi) - Positions: 1	Karachi
				The candidate would be Master's in Sindhi (Linguistics/ Literature) with strong content knowledge of Sindhi Linguistic and should have prior experience of Sindhi Composing/typing. Must have minimum 4 to 5 years relevant experience in a reputed organization is required. The candidate having public sector experience would be given preference. Candidates must possess knowledge of curriculum development, be well versed in Oral and written communication in English, Urdu and Sindhi.	
			52	Officer, Training (T&A-LSU) - Positions: 1	Karachi
				The candidate would be Master's in Mathematics with strong content knowledge of curriculum & content development for the educational books of primary, elementary & secondary level. Minimum 3 to 4 years of experience in a reputed organization is required. Candidates must possess experience of conducting trainings for teachers/ trainers for their professional development.	
			53	Junior Officer (Complaint & Legal) - Positions: 1	Karachi
				The candidate must possess Bachelor's degree in Business Administration with minimum 2 to 3 years of work/internship experience in Administration/ Complaint Cell. Candidate must possess writing skills in English & Sindhi.	

Note for the Applicants:

- Interested candidates should submit their Online Applications at 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 except for the positions at Serial No. 1, 22 & 37 for which high level interviews shall be conducted.
- Age brackets for all positions are as under:

• Directors	(Atleast 30-40 years)	• Officers/Junior Officers	(Atleast 22-28 years)
• Chief Internal Auditor	(Atleast 35-45 years)	• Teacher	(Atleast 20-28 years)
• Assistant Directors	(Atleast 24-32 years)	• Assistants	(Atleast 20-26 years)
• Senior Officers	(Atleast 24-30 years)		

6. 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.

7. Candidates having prior experience in public sector will be given preference.

8. Preference will be given to the applicants belonging to the respective regions/districts (job locations) for which the positions are being advertised.

9. Proficiency in MS Office is mandatory for all positions.

10. Candidates may apply for only one position at a time as test will be conducted simultaneously for all the vacancies.

11. Disable (2%) and minorities (5%) quota shall be maintained as per policy amongst the successful candidates.

12. Only shortlisted candidates will be called for test and interview and no TA/ DA will be offered/ allowed.

13. The SEF reserves the right to increase/decrease the number of posts or not to fill any post without the appointment against any advertised positions any time without assigning the reason.

14. Age relaxation shall be given to all the candidates applying for the vacancies in accordance with the prescribed rules of the Government of Sindh.

15. We are an equal opportunity employer.