

University of Education, Lahore

PSSP – PEF Project

Positions Available

1. Program Manager

01 Based in Lahore but frequent travel to Sheikhpura and Attock districts required.

- **Skills Required**

- ✓ Program Management and Coordination
- ✓ Analytical and Problem Solving
- ✓ Office Management
- ✓ Good Written & Verbal Communication Skills
- ✓ Advance User of MS Office (MS Excel, Word & Power Point), online applications.
- ✓ Time Management
- ✓ Team Management
- ✓ Project scheduling and control tools to monitor projects plans, work hours, budgets and expenditures.

- **Qualification:**

- ✓ Masters' degree

- **Work Experience**

- ✓ At least 05 years proven work experience of Project Coordination or Project Management. At least 01 year experience of managing PSSP schools

- **Salary**

- ✓ Maximum salary Rs 80,000 per month

2. Finance Manager

01 Based in Lahore & 01 Based in Attock. Frequent travel to PSSP schools in Sheikhpura and Attock districts is required.

- **Skills Required**

- ✓ Manage day-to-day financial operations within the project, such as payroll, invoicing, and other transactions.
- ✓ Preparing Accounting Statements
- ✓ Procurement under PPRA rules.
- ✓ Review financial data and prepare monthly, quarterly and annual Reports.
- ✓ Advance user of MS Office (MS Excel, Word & Power Point).
- ✓ Hands on experience of Accounting Software i-e Quick Books & Peach Tree
- ✓ Have multi-tasking skills

- **Qualification:**

- ✓ MBA, M.Com or Equivalent

- **Work Experience**

- ✓ At least 03 years proven work experience of Accounts

- **Salary**

- ✓ Maximum salary Rs 50,000 per month

3. Program Assistant (Human Resource)

01 Based in Lahore but frequent travel to Sheikhpura & Attock required.

- **Skills Required**

- ✓ Recruitment process by developing job descriptions,
- ✓ Preparing job adverts.

<ul style="list-style-type: none"> ✓ Good knowledge of labor legislation (particularly employment contracts, employee leaves and insurance etc). ✓ Advance User of MS Office (MS Excel, Word & Power Point). ✓ Good Written & Verbal Communication Skills.
<ul style="list-style-type: none"> • Qualification:
<ul style="list-style-type: none"> ✓ BBA [Human Resources Management]
<ul style="list-style-type: none"> • Work Experience
<ul style="list-style-type: none"> ✓ At least one year proven work experience as an HR Executive similar role. ✓ Experience with full-cycle recruiting.
<ul style="list-style-type: none"> • Salary
<ul style="list-style-type: none"> ✓ Maximum Rs 28,000 per month
<h4>4. Program Assistant (Monitoring & Evaluation)</h4>
<p>01 Based in Lahore but frequent travel to Sheikhpura and Attock may be required.</p>
<ul style="list-style-type: none"> • Skills Required
<ul style="list-style-type: none"> ✓ Developing Monitoring & Evaluation Tools ✓ Developing Monitoring Plans ✓ Report Writing ✓ Good written and verbal communication skills. ✓ Advance user of MS Office (MS Excel, Word & Power Point). ✓ Internet Browsing ✓ Ability to work under pressure.
<ul style="list-style-type: none"> • Qualification:
<ul style="list-style-type: none"> ✓ M. Phil in Education
<ul style="list-style-type: none"> • Work Experience
<ul style="list-style-type: none"> ✓ Candidates having teaching experience will be preferred. ✓ Fresh candidate are also encouraged to apply.
<ul style="list-style-type: none"> • Salary
<ul style="list-style-type: none"> ✓ Maximum 30,000 per month
<h4>5. Program Assistant (Academics)</h4>
<p>01 Based in Lahore but frequent travel to Sheikhpura and Attock may be required.</p>
<ul style="list-style-type: none"> • Skills Required
<ul style="list-style-type: none"> ✓ Report Writing ✓ Good written and verbal communication skills. ✓ Development of academic calendars & Plans ✓ Internet Browsing Skills. ✓ Development of Assessment Plans ✓ Development & testing of Assessment items (Early Grade to G-IV & V) ✓ Advance User of MS Office (MS Excel, Word & Power Point). ✓ Ability to work under pressure.
<ul style="list-style-type: none"> • Qualification:
<ul style="list-style-type: none"> ✓ M. Phil in Education.
<ul style="list-style-type: none"> • Work Experience
<ul style="list-style-type: none"> ✓ Candidates having Teaching Experience will be preferred. ✓ Fresh candidate are also encouraged to apply.
<ul style="list-style-type: none"> • Salary
<p>Maximum 30,000/- per month</p>

6. Accounts Assistant

01 Based in Lahore and 01 in Attock

<ul style="list-style-type: none">• Skills Required
<ul style="list-style-type: none">✓ Knowledge of the Accounting Softwares i-e Quick Books, Peach Tree etc✓ Good Communication skills.✓ Advance User of MS Office (MS Excel, Word & Power Point).✓ Ability to work under pressure.✓ Maintaining budget control registers✓ Processing/payment of vendor bills✓ Payroll
<ul style="list-style-type: none">• Qualification:
<ul style="list-style-type: none">✓ B.Com (Finance) or relevant field
<ul style="list-style-type: none">• Work Experience
<ul style="list-style-type: none">✓ At least one year proven work experience of Accounts.✓ Candidates having Teaching or Teachers' Training Experience will be preferred.✓ Fresh candidate are highly encouraged to apply.
<ul style="list-style-type: none">• Salary
<ul style="list-style-type: none">✓ Maximum 25,000/- per month

7. Academic Field Coordinators

04 based in Sheikhpura, 04 based in Attock [Candidate must have his own motor bike]

<ul style="list-style-type: none">• Skills Required
<ul style="list-style-type: none">✓ Advance User of MS Office (MS Excel, Word & Power Point).✓ Ability to work under pressure.✓ Report Writing✓ Problem Solving✓ Community mobilization✓ Good communication skills writing & verbal
<ul style="list-style-type: none">• Qualification:
<ul style="list-style-type: none">✓ Master / BS Degree [preferably having a degree in the discipline of Education]
<ul style="list-style-type: none">• Work Experience
<ul style="list-style-type: none">✓ School monitoring on daily basis✓ Candidates having Teaching or Teachers' Training Experience will be preferred.✓ Fresh candidate are also encouraged to apply.
<ul style="list-style-type: none">• Salary
<ul style="list-style-type: none">✓ Maximum Rs 30,000 per month

8. Teachers

For schools situated in Sheikhpura & Attock districts

<ul style="list-style-type: none">• Skills Required
<ul style="list-style-type: none">✓ Classroom Management✓ Curriculum Knowledge✓ Develop Lesson Plans✓ Create a positive learning environment✓ Good communication skills
<ul style="list-style-type: none">• Qualification:
<ul style="list-style-type: none">✓ 1st Preference Masters' Degree✓ 2nd Preference Bachelor Degree✓ 3rd Preference Intermediate✓ Last preference will be given to the candidates having matric qualification
<ul style="list-style-type: none">• Work Experience
<ul style="list-style-type: none">✓ Candidates having Teaching Experience will be preferred.
<ul style="list-style-type: none">• Salary

✓ Masters or Above	-	Rs: 8000-9500 per month
✓ Bachelors	-	Rs: 8000-8500 per month
✓ Intermediate	-	Rs: 6000-6500 per month
✓ Matric	-	Rs: 4000-6000 per month

9. Key Punch Operator

01 based in Lahore

• Skills Required

- ✓ Advance User of MS Office (MS Excel, Word & Power Point).
- ✓ Typing speed minimum 30 words per minutes
- ✓ Internet browsing
- ✓ Ability to work under pressure.
- ✓ Urdu & English typing

• Qualification:

- ✓ Minimum Bachelors' degree. At least six month diploma in Computer Sciences

• Work Experience

- ✓ One year data entry

• Salary

- ✓ Maximum Rs 18,000 per month

10. Driver

01 Based in Lahore

- ✓ Having Valid Driver License.
- ✓ At least one year driving experience.

• Salary

- ✓ Maximum 17,000/- per month

Instructions for Applying

1. Application, on prescribed form and attested relevant documents along with original fee deposit slip should reach at the following address latest by **16-Apr-2018**.

Secretary Hiring Committee,
University of Education (PSSP Project)
Office # 27, Admin Block-II
College Road, Township, Lahore, Tel: 03214183635

2. Please Attach Following documents with your application.
 - ✓ Attested copy of CNIC
 - ✓ Attested copies of all educational and experience certificates
 - ✓ Attested recent photograph
 - ✓ Original fee deposit slip.
3. Clearly mention the name of the post applied for, at upper left corner of the envelop.
4. Incomplete application forms will not be entertained.
5. Application Fee for Serial No. 1 to 7 Rs. is 1,000/- and for Serial No. 8 to 10 is Rs.500/- can be deposited online in any branch of **The Bank of Punjab**
"Account Title: UNIVERSITY OF EDUCATION - TELETALEEM.
Account No. 6580033181400027

Note: Incomplete forms will not Entertained. Only shortlisted candidates will be called for Test / Interview.