



**PUNJAB DAANISH SCHOOLS AND CENTERS
OF EXCELLENCE AUTHORITY
(GOVERNMENT OF THE PUNJAB)**

داانش

CHALLENGING CAREER OPPORTUNITIES

The Punjab Daanish Schools and Centers of Excellence Authority (PDS&CEA) is an autonomous organization established under the auspices of Government of the Punjab. PDS&CEA seeks the services of motivated, committed and highly dynamic academic professionals for the following posts: -

Disposition: Markedly mature and balanced personalities with progressive ideals/deportment. Persons with leadership qualities to head the institutions through mellowed outlook, deep learning and devotion to alumni. Individuals with highly effective interpersonal and managerial skills.

Principal Daanish Schools (Male & Female)

Qualification:	<ul style="list-style-type: none">• Minimum Master's degree (with minimum 2nd division) from an HEC recognized educational institution.
Experience/ Credentials:	<ul style="list-style-type: none">• Preferably 5 years' experience as a Principal or a senior faculty member, preferably at a reputed residential institution with traditional public schooling.• Leadership and command ability.• Thorough understanding of boarding management as well as wholesome grooming and personality development of alumni.• Experience as housemaster in a known residential institution will have additional weightage.• Good administrative acumen to discharge the important functions of a traditional residential institution, including man management, messing, procurements, health, security, sports, counseling, financial matters and correspondence.• Good knowledge of educational system in Punjab with the ability to build effective procedures to tangibly improve the educational performance of students.• Guidance and training of teachers through good knowledge of teaching strategies and methods of instruction.• Excellent English communication skills.
Age:	Up to 63 years. (68 years for retired government officer/official).
No. of Posts:	Two [02] (1x Male and 1x Female)
Locations:	Daanish School (Boys Campus) Dera Ghazi Khan & Daanish School (Girls Campus) Rajanpur
Pay/Benefits:	OG-III / Equivalent to BPS-19.

Principal Center of Excellence (COE) Schools (Male & Female)

Qualification:	<ul style="list-style-type: none">• Minimum Master's degree (with minimum 2nd division) from an HEC recognized educational institution.
Experience/ Credentials:	<ul style="list-style-type: none">• Preferably 5 years' administrative experience in schools, in the role of a Principal or senior faculty member at reputed school or college. Verifiable record of leadership ability at a school/ college will be preferred.• Good knowledge of educational system in Punjab with the ability to build effective procedures to tangibly improve the educational performance of the students.• Experience in guidance and training of teachers through good knowledge of teaching strategies and methods of instruction.• Leadership and command ability.• Excellent English communication skills.
Age:	Up to 63 years. (68 years for retired government officer/official).
No. of Posts:	Three [03] (1x Male and 2x Female)
Locations:	COE School (Boys) Nankana Sahib & COE Schools (Girls) D.G. Khan and Hafizabad.
Pay/Benefits:	OG-III / Equivalent to BPS-19.

The applicants will furnish the following by post/TCS (Only hand-written applications and write-ups (For Daanish School's posts Only) by the applicants themselves will be acceptable).

- Detailed bio-data.
- Certified/attested copies of qualifications, experience certificates, CNIC and 2 passport-sized photographs.
- A one-page hand-written write-up by the applicants expressing their ideas about the traditional residential public schooling (For Daanish School's posts Only).

Incomplete/late applications will not be entertained. Only shortlisted candidates will be called for an interview. No TA/DA will be admissible. The competent authority may reject all/any application(s). Please clearly mark on the envelope, "post applied for". Interested candidates may send their documents to the undersigned at the under-mentioned address before **19 JULY 2019**.

MANAGER (ADMIN/HR & COORDINATION)

(IPL-5993-L.R)

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