

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



VACANCIES ANNOUNCEMENT

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 highly dynamic and committed professionals for the posts of:-

MANAGER ACADEMICS (DAANISH SCHOOLS)

No. of Post: 01

**Qualifications/
Experience:**

- Minimum Master's degree or equivalent from an HEC accredited University.
- Preferably 10 years' of administrative/managerial experience of direct dealing with schools in an official capacity.
- Intimate knowledge of the related issues such as supervision, inspection and mentoring.
- Experience in staff enrolment, syllabus coverage, teaching practices, examination process and student assessment etc.
- Verifiable record of training the teaching staff and achieving high-quality outcomes/results.
- Actual experience of serving in schools in a leadership role would be an added strength; along with the familiarity of problems at grass-roots level with the ability/capacity to address them.
- Excellent managerial and interpersonal skills, computer proficiency and effective English communication skills/correspondence ability.
- Knowledge of Punjab Govt. education system, related Govt. rules & regulations and experience in a boarding school would be an added advantage.

Age Limit:

- Up to 55 years.

Pay & Benefits:

- OG-III (Equivalent to BPS-19). Gross salary up to Rs. 165,000/- per month (all inclusive).
- 1000cc Car with driver.

DEPUTY MANAGER (BOARDING)

No. of Post: 01

**Qualification/
experience:**

- Minimum Master's degree or equivalent from an HEC accredited University.
- Minimum 5 years hands-on service in reputed traditional residential public school, preferably in the role of a senior faculty member.
- Knowledge of spirit and traditions of classic public residential schooling. Thorough understanding of boarding management as well as wholesome grooming and personality development of alumni.
- Ability to implement a wholesome boarding management policy on the lines of traditional residential schooling.
- Experience as housemaster in a known residential institution will be an added advantage.
- Minimum 2 years verifiable record of excellent performance in planning and executing multifarious co-curricular activities/events in residential public school/s.
- Ability to build a plan/structure of sporting activities
- Understanding of psycho-social issues of adjustment of students from under-privileged classes.
- Excellent managerial and interpersonal skills, computer proficiency and effective English communication skills/correspondence ability.
- Willingness to travel to remote areas of the Punjab to monitor/train the staff.

Age Limit:

- Up to 55 years.

Pay & Benefits:

- OG-II (Equivalent to BPS-18). Gross salary up to Rs. 110,000/- per month (all inclusive).

• Applicants shall attach with their applications a detailed resume, certified copies of qualifications, experience certificates, CNIC and 2x passport-size photographs.

• One-page tabulated write-up in own handwriting on "Measures to improve learning outcomes" should accompany with the detailed resume (mandatory for Manager Academics post only).

• Please clearly mark on the envelope the post for which applying. Applications found incomplete or received after due date shall not be entertained. Only shortlisted candidates will be called for interview. Retired government officials/officers having relevant experience can apply up to the age of 63 years. The competent authority may accept/reject all/any application(s). Applicants are required to send their credentials at the under-mentioned address before **16 February 2018**.

MANAGER (ADMIN/HR & COORDINATION)

Punjab Daanish Schools and Centers of Excellence Authority, Govt. of the Punjab. Japanese Cell Building, Research Station, Near Punjab University, Canal Bank, Lahore. Ph: 042-99231737-40 (www.daanishschools.edu.pk)

(PDS&CEA believes in Equal Employment Opportunities)