


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



VACANCIES ANNOUNCEMENT

Punjab Daanish Schools and Centres of Excellence Authority (PDS&CEA), Government of the Punjab, requires the services of motivated, committed and highly dynamic professional for the under-mentioned post. Appointment will be made on contract basis for a period of 02 years initially (further extendible/renewable based upon performance).

MANAGER ACADEMICS (DAANISH)	No. of Post: (01)
<p>Qualification:</p> <ul style="list-style-type: none"> • Minimum Master's degree or equivalent (with minimum 2nd division) from an HEC accredited University. 	
<p>Experience/ Credentials:</p> <ul style="list-style-type: none"> • Minimum 10 years' experience in management of educational systems/institutions (schools/colleges) and direct dealing with schools in an official capacity. • Experience in dealing with management/administration related matters of boarding schools/institutions. • Knowledge and experience of the related issues such as supervision, monitoring, inspection and mentoring. • Knowledge and experience in teaching staff enrolment, admission process of students in residential schools (with focus on Daanish Schools), contemporary teaching practices, examination procedures and student assessment etc. would be an added advantage. • Verifiable record of training of the teaching staff and achieving high quality outcomes/results/targets. • Knowledge and experience of Punjab Government curriculum and education planning including preparation of syllabus, time-table, and lesson plans would be an added advantage. • Knowledge of Punjab Govt. education system, related Govt. rules & regulations and experience in a boarding school would be an added advantage. • Excellent managerial and interpersonal skills, computer proficiency and effective English communication skills/correspondence ability. • Frequent travelling all over Punjab would be required. 	
<p>Age:</p> <p>Up to 55 years. (For retired Government officers, up to 63 years).</p>	
<p>Location:</p> <p>PDS&CEA Head Office Lahore.</p>	
<p>Pay & Benefits:</p> <p>OG-III (equivalent to BPS-19) with 1000cc car with driver and other fringe benefits as per PDS&CEA rules/policies.</p>	
<p>Process / Conditions:</p> <p>Applicants shall submit the following by post/courier: -</p> <ol style="list-style-type: none"> a) Detailed Résumé/CV. b) Attested copies of qualifications, experience certificates, CNIC and 2 passport-sized photographs. c) One-page tabulated write-up in own handwriting on "Measures to improve learning outcomes" should accompany with the detailed résumé (mandatory for Manager Academics post). <p>Incomplete/late applications will not be entertained. Only shortlisted candidates will be called for interview. No TA/DA will be admissible. Please clearly mark on the envelope, "post applied for". The competent authority has the right to reject any or all applications with / without assigning any reason(s), and its decision will not be challengeable in any court of law. The applications submitted by the candidates will be at the risk and cost of the applicants. Any information found bogus at any stage, during induction or later in service, will result in termination of candidature or employment thereof. Interested candidates may send their documents to the undersigned at the given address before 10 MAY 2021.</p>	

IPL-3690

MANAGER (ADMIN/HR & COORDINATION)

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www.daanishschools.edu.pk/careers