

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

Advertisement No. PDS/COEPri-C&P-10/2024

VACANCIES OPENING

Punjab Daanish Schools and Centres of Excellence Authority (PDS&CEA), Government of Punjab, is seeking qualified, motivated, committed and highly dynamic professionals for the following positions. All appointments will be made on contract basis.

PRINCIPAL [For Centre of Excellence Schools]

No. of Posts: (02)

Disposition:	Markedly mature and balanced personalities with progressive ideals/deportment. Persons with leadership qualities to head state-of-the-art institutes through mellowed outlook, deep learning and devotion to alumni. Individuals with highly effective interpersonal and managerial skills.
Qualification:	➢ Minimum Master's degree (with minimum 2nd division) from an HEC recognized educational institution.
Experience/ Credentials:	➢ 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. ➢ Good acumen and well conversant to perform the important functions of an institution, including administration, people management, performance evaluation, procurements, health & safety, security & surveillance, public audits, sports, counseling, financial matters and correspondence. ➢ Leadership and command ability. ➢ Excellent English communication and computer skills (mandatory).
No. of Posts:	**02** (Two)
Age:	Up to 63 years. [Only **Male** candidates are eligible to apply]
Location:	1x for Centre of Excellence (Boys) School in Chakwal, AND 1x for Centre of Excellence (Boys) School in Peer Mahal.
Pay & Benefits:	OG-III (equivalent to BPS-19) and other fringe benefits as per PDS&CEA rules/regulations.

Process / Conditions:

Applicants shall submit the following by post/courier (Only hand-written applications and write-ups by the applicants themselves will be acceptable). Selected employees can be transferred/posted to any other Daanish or Center of Excellence school during the period of contract.

(1) Hand-written application and write-up by the applicants expressing their own ideas about public schooling.
(2) Detailed Résumé/CV.
(3) Attested/Certified copies of qualifications, experience certificates, latest copy of valid CNIC and 2 passport-size photographs.

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 & location applied for". 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. Applicants convicted by any court of law are not eligible to apply. 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. Interested candidates may send their documents as mentioned above to the undersigned at the given address before **15 NOVEMBER 2024**.

MANAGER (ADMIN/HR & COORDINATION)

Punjab Daanish Schools and Centres of Excellence Authority, Govt. of Punjab, Japanese Cell Building, Research Station, Near Punjab University, Canal Bank, Lahore. Phone No. 042-99231737-40, 042-99230633.
www.daanishschools.edu.pk/Careers

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