

### The Project:

Department of education, Government of the Punjab has initiated a project for capacity building of district education managers. Management Studies Department (MSD) GC University is pleased to join hands with Punjab Education Sector Reform Programme (PESRP). The department has taken up this nation building project with commitment to deliver cutting-edge training to education managers.

The mandate of the project comprises training of Executive District Officers (EDO's), District Education Officers (DEO's) and Deputy District Education Officers (DDEO's). The participants will be selected from a pool of District Education Managers. The successful participants will be certified by GC University, Lahore. This certification would significantly help in their career progression.

## Instructors Required

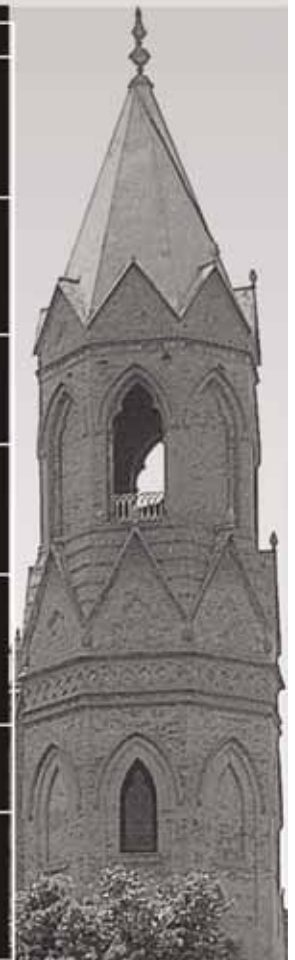
For  
Module Development and Visiting Lectures

### Requirements:

The services of instructors with relevant qualification, knowledge and experience are required for the capacity building initiative. These are fixed term positions on visiting lecture basis for a period of one year.

**Please also indicate if you are interested in contributing to curriculum development for the project with any previous experience in this regard. This will be remunerated separately.**

Subject Area	ELIGIBILITY
Managerial/Leadership (01 position)	<ul style="list-style-type: none"> <li>• MBA/MPA or equivalent qualification</li> <li>• Five years of managerial/professional experience in public/private sector</li> <li>• Minimum five years of teaching/training experience in public/private sector</li> </ul>
Office Management (01 position)	<ul style="list-style-type: none"> <li>• Masters degree in Social Sciences</li> <li>• Ten years relevant experience of which five years of training experience in public / private sector</li> <li>• Well versed with the scheduling activities, time management tools, noting, drafting and filing.</li> </ul>
Communication (02 positions)	<ul style="list-style-type: none"> <li>• At least Masters degree</li> <li>• Five years of teaching/training experience in the relevant discipline</li> <li>• Five years of managerial/professional experience in public/private sector</li> </ul>
IT (01 position)	<ul style="list-style-type: none"> <li>• Post graduate degree or equivalent in Computer Sciences</li> <li>• Two years of full time/four years of part time managerial/professional experience. At least two years of full time teaching experience</li> </ul>
Education Reform Model (01 position)	<ul style="list-style-type: none"> <li>• Masters degree in Social sciences</li> <li>• Minimum 2-3 years of training experience in public sector</li> <li>• Must have understanding of the organizational setup of PMIU. Hands on knowledge about tools of PMIU such as inspection, FRS, CMIS, SMIS etc.</li> </ul>
Professional Skills (02 positions)	<ul style="list-style-type: none"> <li>• Post graduate degree</li> <li>• Five years of teaching/training experience in public/private education sector</li> </ul>
Financial Skills (02 positions)	<ul style="list-style-type: none"> <li>• MBA/ Professional degree in Finance/Accounting</li> <li>• Minimum five years of professional experience in public sector</li> <li>• Must be expert in teaching manual of secretariat instruction, DDO handbook, procurement procedure, TA/DA rules, Audit manual, Stock register maintenance</li> </ul>



### Remunerations:

Market based competitive remunerations are offered to instructors with required qualifications and expertise.

### How to Apply?

Individuals meeting the above criteria are requested to send resume along with the cover letter and a recent photograph to the Director MSD at [jobs@gcumsd.edu.pk](mailto:jobs@gcumsd.edu.pk) latest by **December 08, 2007**. For further details visit our website [www.gcumsd.edu.pk](http://www.gcumsd.edu.pk)  
Short listed candidates will be invited for discussions.

