



Virtual University of Pakistan

World-Class Education at Your Doorstep

BE PART OF A WINNING TEAM – JOIN VIRTUAL UNIVERSITY AN EQUAL OPPORTUNITY EMPLOYER

Virtual University of Pakistan requires the services of bright & motivated individuals, on Ad-hoc basis for a period of six months only, for the following position(s) at market competitive salary.

Position(s)	Location
Coaches	Province: Balochistan Cities: Khuzdar, Gawadar and Turbat

Criteria for the Post of Coach:

Master's Degree/BS/BE (at least 1st division) or equivalent degree obtained after 16 years of education from HEC recognized University/ Institution with no 3rd division in the academic career. Preferably, one year post qualification teaching (at a recognized Higher Education Institution) or professional experience (at a recognized organization) in the relevant fields listed below. Strong interpersonal and communication skills are required. Must have excellent command over spoken and written English. IT Proficiency is must.

Relevant fields:

1. Digital Marketing 2. E-Commerce Management 3. Search Engine Optimization 4. AutoCAD 5. WordPress 6. QuickBooks 7. Graphic Design 8. Creative Writing 9. Freelancing 10. Video Editing, Animation & Vlogging 11. Affiliate Marketing 12. Data Analytics & Business Intelligence 13. Communication & Soft Skills 14. Virtual Assistant

Preference will be given to those who have work experience of online Freelancing in the recognized International Marketplaces, Coordination and Team Management.

Job description for the Post of Coach:

- To mentor Trainees in e-learning & physical environment.
- To guide the trainees in performing the lab work and assist the trainees in hands-on practice.
- To develop Hands-on Exercises along with assessment scheme and evaluate the same.
- To formulate questions for the Courses Quiz Bank.
- To assist in course video production and review all course related content.
- To develop course relevant content like handouts, tutorials etc. where required.
- To perform any other duty as may be required by the Project.

PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE APPLYING:

- i. Above mentioned position(s) are Khuzdar, Gawadar and Turbat (Balochistan) based only.
- ii. The age of superannuation is 60 years.
- iii. Those already in the government/semi-government service or autonomous bodies will be required to upload 'No Objection Certificate (NOC)' from their current employer, at the time of submission of online Job Application and also bring it at the time of interview.
- iv. Part time, honorary, visiting, apprenticeship and internee experience will not be counted as experience.
- v. Only eligible/short listed candidates will be contacted individually for interview.
- vi. All Posts shall be applied online (www.vu.edu.pk/jobs). It is mandatory to fill all relevant information on online job application form. **In case any information is missing or fake, application(s) will not be processed.**
- vii. It is mandatory to fill all relevant information on online job application form and upload/attach your detailed CV (please clearly mention Division/CGPA of all academic record and also mention Experience details).
- viii. Candidates shall submit an affidavit, at the time of interview stating that he/she is not dual national and in case of selection he/she shall not keep dual job, in any manner.
- ix. In case of selection/appointment, candidate(s) shall submit medical fitness certificate, issued by Medical Superintendent (MS) of Civil/Government Hospital.
- x. In case, any deficiency is observed in the eligibility of the candidate, at any stage, his/her candidature will be cancelled, immediately.
- xi. No TA/DA will be admissible for appearing in interview.
- xii. Virtual University of Pakistan reserves the right to reject any or all applications, at any stage, without assigning any reason.

Applicants should apply online: www.vu.edu.pk/jobs Last date of application: **Tuesday, January 18, 2022**

For further information, please contact:
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