



Ministry of Information
Technology & Telecom
Government of Pakistan



VACANCY ANNOUNCEMENT

DigiSkills.pk 2.0 Training Program requires the services of bright & motivated individuals at market competitive salary for the following post(s) on Ad-hoc basis, maximum for a period of six (06) months or project duration whichever is earlier.

ICT:

■ Senior Project Manager (ICT)

1st Class 4-Year BS degree in Computer Science/IT or equivalent from HEC recognized University / Institution. At least 7 Years post qualification experience of designing, developing, and deploying complex software systems. Good domain knowledge of Learning and Content Management Systems as well as current programming tools and languages is a must. Experience of developing desktop and Internet based applications with strong database management skills is required. Fluency in spoken and written English is required.

■ Software Engineer

4-Year BS degree in Computer Science/IT or equivalent (1st division) from HEC recognized University/Institution. At least 1 year post qualification experience of designing, developing, and deploying complex software systems. Good domain knowledge of Learning and Content Management Systems as well as current programming tools and languages are must. Experience of developing desktop and Internet based applications with strong database management skills is required. Command over spoken and written English with good presentation skills as well as IT proficiency are must.

Skills & Expertise (Web):

Sound SDLC concepts, Programming Skills, ASP.NET, C#, VB.Net, Power BI, Web Services, Visual Studio, SQL Server, HTML5, JavaScript, jQuery, Bootstrap, CSS

Academics:

■ Senior 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. At least 2 years professional experience in the relevant field(s) 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. Affiliate Marketing 2. Video Editing, Animation & Vlogging 3. Data Analytics & Business Intelligence 4. Communication and Soft Skills 5. Virtual Assistant 6. Digital Literacy

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

■ 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 professional experience in the relevant field(s) listed below. Strong interpersonal and communication skills are required. Must have excellent command over spoken and written English. IT Proficiency is must.

<p>OR</p> <p>Skills & Expertise (iOS): Sound programming skills for iOS Apps Development using Flutter & Dart, In-depth Skills of iOS SDKs, APIs Integration, Firebase, Responsive Mobile UI Design, and Deployment on Apple Store. Knowledge of (Swift/Objective-C) will be a plus point.</p> <p>Admin & Finance:</p> <p>■ Accounts Assistant Bachelor's degree in commerce / Accounting / Finance or equivalent (at least 2nd division) from HEC recognized University/Institution. At least 4 years post qualification experience of record keeping, maintenance of accounts and compilation of reports. Command over spoken and written English with good presentation skills as well as IT proficiency are must.</p> <p>■ Office Assistant Intermediate or equivalent (at least 2nd division) from a recognized institution. At least 3 years post qualification experience in office work. Ability to maintain office filing system and records. Command over spoken and written English with good presentation skills as well as IT proficiency are must.</p>	<p>Relevant fields:</p> <p>1. Affiliate Marketing 2. Video Editing, Animation & Vlogging 3. Data Analytics & Business Intelligence 4. Communication and Soft Skills 5. Virtual Assistant 6. Digital Literacy</p> <p>Preference will be given to those who have work experience of online Freelancing in the recognized International Marketplaces, Coordination and Team Management.</p> <p>Marketing:</p> <p>■ Marketing/E-Marketing Officer MBA with Marketing specialization or Equivalent (at least 2nd division) from HEC recognized University / Institution. At least 3 years' experience in marketing or advertising, e-marketing and social media platforms with special reference to marketing strategy planning and execution. Should have the vision and creativity to develop marketing, promotional and social campaigns online by using different social and e-Media platforms. Good interpersonal skills, strong public relations acumen. Very strong written and verbal communication skills in English are required.</p>
<p>■ Driver* Literate. At least 5 years driving experience. The driver must have a valid HTV/LTV driving license and ability to maintain Logbook. Necessary clearance from the relevant authorities is required.</p>	

The required criteria for the above-mentioned positions are also given on the DigiSkills.pk Website (www.digiskills.pk/jobs)

Please read the following instructions before applying:

- Above mentioned positions are Lahore based only.
- The age of superannuation is 60 years.
- 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.
- Part time, honorary, visiting, apprenticeship and internee experience will not be counted as experience.
- Only eligible/short listed candidates will be contacted individually for interview.
- All post(s), except marked (*), shall be applied online www.digiskills.pk/jobs
Please fill all relevant information on online job application form.

- Application for the Post mentioned with (*) must reach this office in hard form along with complete documents, including NOC, by registered post latest by **Monday, September 25, 2023**. Please clearly mention “**DigiSkills.pk 2.0 Training Program**” on your application.
- Please fill all relevant information on online job application form and upload/attach your detailed CV, Certificate(s), and Degree(s). Also please clearly mention Division/CGPA of all academic record and Experience/Research details.
- Candidate(s) shall sign 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.
- In case of selection/appointment, candidate(s) shall submit medical fitness certificate, issued by Medical Superintendent (MS) of Civil/Government Hospital & Corona Vaccination Certificate.
- In case, any deficiency is observed in the eligibility of the candidate or fake information is provided by the candidate, his/her candidature will be cancelled, or his/her job will be terminated, immediately, at any stage.
- No TA/DA will be admissible for appearing in interview.
- DigiSkills.pk 2.0 Training Program reserves the right to reject any or all applications, at any stage, without assigning any reason.
- We are an equal opportunity employer.
- Special persons are encouraged to apply.
- The project-based salaries are on lump sum basis (but subject to Tax Laws) and without any fringe benefits.

Applicants should apply online: www.digiskills.pk/jobs

Last date of application: **Monday, September 25, 2023**

PROJECT DIRECTOR, DIGISKILLS.PK 2.0 TRAINING PROGRAM
Dream Gardens, Arches Plaza, Phase-1, Defence Road,
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