



GOVERNMENT OF PAKISTAN
MINISTRY OF OVERSEAS PAKISTANIS & HUMAN RESOURCE DEVELOPMENT
OVERSEAS EMPLOYMENT CORPORATION

PMI Auditorium Building, Zero Point, G-7/1, Islamabad



Advertisement No. 60

Date: 24th February, 2022

	Urgently Required Academics Coordinators for Pakistani Embassy School & College, Tripoli, Libya	
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Our leading client, i.e, Pakistani Embassy School & College, Tripoli, Libya, urgently requires the services of the Academics Coordinators who fulfill the below-mentioned prescribed qualification and experience:

#	Position	Qualification	Experience	Age	Salary & other Benefits
1.	Academics Coordinators (Classes III to XII, IGCSE & A' Level (Female /Male))	Minimum Masters (as a regular student) with reputed teachers training and school management certifications	Minimum five years' experience as Academic Coordinator, Branch Head, Vice-Principal (Academics) or equivalent (in reputed school systems like Beaconhouse, The City School, Lahore Grammar School, Roots etc.)	30-55 Years	Salary: USD 1650-60-2250/- per month, House Rent Allowance: USD 350 per month Total Start Salary: US\$2,000/- per month

Note:

- i. **Personality:** Conscientious, organized, perceptive, and result-oriented personality, with good command on teachers' training and mentoring skills,
- ii. **Communication Skills:** Must be excellent, especially in English,
- iii. **Major Cities Background:** Candidates from major cities like Lahore, Karachi, Islamabad, Rawalpindi etc. shall be preferred
- iv. The applicant will submit/attach the deposited Bank Challan amounting to Rs 1,000 (against each position) and the "Challan Form" can be downloaded from https://oec.gov.pk/Assets/file/Challan_Form-1000.pdf
 - a. Option #1: Visit any HBL Branch submit the bank challan in Account No.0112-79010447-03.
 - b. Option#2: Pay online in HBL (Islamabad) Account No. 0112-79010447-03.
 - c. Option #3: Pay online from outside Pakistan HBL IBN # PK84 HABB 0001127901044703

HELPDESK Team (for Online apply via OEC's Online Job Portal)

Interested candidates may apply Online through OEC Website <https://oec.gov.pk/> and technical support for Apply Online, please contact OEC-HELPDESK-Team; OEC Head Office Islamabad OEC Head Office Islamabad (☎ 051-9253254 & 051-9253247), OEC Regional Office Lahore (☎ 042-99332953 & 042-99332955), OEC Regional Office Karachi (☎ 021-99203474 & 021- 99206392), OEC Regional Office Peshawar (☎ 091-9225473), OEC Regional Office Quetta (☎ 081-9211651) and Email: helpdesk@oec.gov.pk

Why Overseas Employment Corporation (OEC)?

- ➔ OEC is the only Government organization, OEC Official Website: <https://oec.gov.pk/> and Video Documentary: <https://youtu.be/2FomaOFxmoQ>
- ➔ The approved charges of OEC is nominal; URL: <https://oec.gov.pk/fee.html>
- ➔ One Window facilitation desk (Quick attestation of documents from all relevant departments/organizations)
- ➔ Transparency and Exploitation Free Services.
- ➔ Outreach / Nationwide presence (Headquarters Islamabad & 04 Regional Offices i.e., Lahore, Karachi, Peshawar & Quetta).
- ➔ OEC Travels (Own Travel Agency).

Closing Date: 06th March, 2022

**Operations & I.T Wing,
Overseas Employment Corporation, Head Office, Islamabad**