

**OVERSEAS PAKISTANIS FOUNDATION**  
**(Human Resource Wing)**

**Job Description of Director / Educationist for OPF Education Division**

- To review the existing financial and academic situation of OPF educational institutions and suggest remedies.
- To review the factors which contribute for financial deficit in OPF educational institutions.
- To rationalize the policy for establishment of educational institutions keeping in view the Ops concentrated areas.
- To evaluate qualification, capacity and skill of existing faculty members.
- To devise a policy for professional training, course, workshops etc. for faculty members on regular basis for their capacity building.
- To rationalize the strength of faculty members keeping in view the students' teachers' ratio in respective educational institutions.
- To review the curriculum of OPF educational institutions and propose improvements.
- Up-gradation of OPF educational institutions.