



# OVERSEAS PAKISTANIS FOUNDATION

## SITUATION VACANT

Applications are invited from the suitable candidates/experienced educationists for appointment as Principal OPF College F-11/2 Campus, Islamabad, the project of Overseas Pakistanis Foundation, criteria laid down is as under:-

Post & Pay Package	Nature of Employment	Place of Appointment	Qualification / Experience
<b>Principal (Female)</b> Rs. 200,000/- Per Month (All inclusive) 200 Liters Petrol Per Month	<b>02 Years Contract</b> (Extendable on the basis of performance) (No. of Post 1)	OPF F-11/2, Campus Islamabad	<ul style="list-style-type: none"><li>• At least 2<sup>nd</sup> class Master degree in any discipline from HEC recognized institution. Higher qualification shall be preferred.</li><li>• Candidate having B.Ed/M.Ed/Diploma or Degree in Educational Management/Teacher Training/Examination Methodology or such related field would be given preference.</li><li>• Minimum 20 years post qualification experience in academics which must include teaching experience and experience as Principal/Vice Principal, Administrative experience/academic role at higher level in any reputed English medium educational institution.</li><li>• Must have excellent communication, presentation, public relations &amp; interpersonal skills.</li><li>• Ability to manage active &amp; effective communication with students, parents, general public &amp; media etc.</li><li>• Age up to 55 years (including all admissible relaxation)</li></ul>

### NOTE INSTRUCTIONS:

- Eligibility of Candidates shall be as from the closing date fixed for the submission of application.
- Information provided in the Application Form will be verified in case of an offer of appointment. In case of any false or forged information, OPF reserves the right to cancel your candidature at any stage (even after employment, if so revealed later) and to initiate legal action against the applicant.
- Only short-listed candidates would be called for test/interview. The decision of appointment made by the competent authority would be final and non-questionable. OPF reserves the right to reject any application without assigning any reason, what so ever, in this regard, at any stage.
- No TA/DA would be admissible for test/interview

### HOW TO APPLY:

- Please download the prescribed Application Form from the OPF website (<http://www.opf.org.pk>).
- Please send, by mail or courier, the filled-up Application Form.
- Applications received after the closing date will not be entertained.
- Applications must reach to this office within 14 days of publication of this advertisement.

**Director General**

Education Division

OPF Head Office, Shahrah-e-Jamhuriat, Sector G-5, 2, Islamabad

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