



# OVERSEAS PAKISTANIS FOUNDATION

## SITUATION VACANT

Applications are invited from the suitable candidate / experienced educationists for appointment as **Principal OPF Girls College, F-8/2, 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 (Negotiable) Along-with Chuffer driven car with 200 Ltr. POL	<b>02 Year Contract</b> (Extendable on the basis of performance) (No. of Post 1)	OPF Girls College, F-8/2, Islamabad	<ul style="list-style-type: none"><li>• At least 2nd 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 filed would be given preference.</li><li>• Minimum 15 years post qualification experience in academics which must include at least 10 years teaching experience and 05 year experience as Principal / Vice Principal, administrative experience / academic role at higher level in any reputed English medium/ Cambridge level educational institution of minimum intermediate level.</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 upto 55 years (including all admissible relaxations)</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 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 a 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 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 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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