



UNIVERSITY OF SARGODHA, SARGODHA

HIRING OF SERVICES (PER LECTURE/HOUR BASIS)

Applications for the following posts (per Lecture/Hour basis) are invited from Pakistani Nationals on the prescribed form, which can be downloaded from University website: www.su.edu.pk:

E-ROZGAAR CENTER

Sr. #	Name of Post	Number / Nature of Post	Eligibility Criteria
1.	Trainer	08-Per Lecture/ Hour Basis	<p>Qualification: Minimum 16 Years of Education with a Degree in Computer Sciences/ Management/ Social Sciences / Electrical and Telecommunication/ General Sciences / Commerce / Finance / or related from HEC recognized University, foreign or local institute.</p> <p>Experience: Minimum 2 year of professional freelancing work experience with a well-reputed profile on freelancing portals or a proven experience in case of direct clients. Teaching/Training experience will be preferred.</p> <p>Age: 45 years Maximum</p> <p>Domain Wise (7 Domains):</p> <ol style="list-style-type: none"> 1) Graphic Design Domain: Freelancing basics, Adobe Photoshop, Illustrator, In Design, Logo Design, Web Design, etc 2) E-Commerce Domain: Freelancing basics, Shopify store creation and management, Woo Commerce store creation and management, drop shipping, Local Ecommerce, Marketing Shopify or Woo Commerce store via Facebook/Instagram and other digital marketing techniques, Amazon, eBay, Virtual Assistance related 3) Content Marketing and Advertising Domain: Freelancing basics, Digital and Content Marketing, SEO, Social Media Marketing, Content Writing and Content Management and related tools 4) Social Media Marketing Domain: Freelancing basics, SEO, Content Marketing, SMM, Blogging, Content Writing 5) VA & Office Automation: Freelancing basics, Remote Jobs, MS Office and Computer Applications 6) Video Editing & Animations: Freelancing basics, Video editing, Animation 7) Tech Domain: Freelancing basics, PHP, Word Press, Web Development, etc. <p>Main Responsibilities:</p> <ul style="list-style-type: none"> • Conduct daily classes as per the schedule for respective domains • Teaching students freelancing and proposal writing skills • Creating profiles of all students on freelancing portals • Teaching different tools as per student domains • Conducting class activities as per designed course • Taking quizzes and assignments • Submitting a final report containing success stories of students of each batch to the concerned line manager • Conduct awareness sessions when applications are open for centers • Preparing course outlines and update course curriculum as per need • Participation in events to generate new applications. <p>Key Performance Indicators (KPIs):</p> <ul style="list-style-type: none"> • Students freelancing profiles on freelancing portals, number of Students Earning and Total Earning of every batch • Maintaining class retention by engaging students with course content and knowledge • Providing guidance to trainees on freelancing portals and helping/supporting them how to manage profile. • Taking makeup classes as per the requirement • Conducting awareness sessions when applications are open for centers • Efficient in online and physical modules if required • Submit student earning details, profiles on freelancing portals and reports at the end of every batch

GENERAL INFORMATION

- Only short listed candidates will be called for Test / Interview.
- The prescribed application form (BS-17 & Above) can be downloaded from University of Sargodha website i.e. www.su.edu.pk.
- Candidates are required to submit application along with complete C.V and attested copies of testimonials.
- Two most recent passport size photographs should be affixed on application form.
- Applications must be accompanied with original bank deposit slip/University Challan Form of Rs. 1500/-, as processing fee (non-refundable) to be deposited under Head of Account "Collection" in HBL A/C No. 00427991777803, University of Sargodha.
- Applications received after the closing date will not be entertained; even posted before the closing date.
- Incomplete applications shall not be entertained.
- In case any information provided by the candidate in his/her application form is found to be incorrect or false at any stage, he/she will be disqualified and action will be taken under the Rules.
- The University reserves the right not to fill/withdraw/withhold the appointment against above said post without assigning any reason.
- The above posts are purely on per Lecture/Hour basis, for a period of one year extendable for further as per policy.
- Closing date for submission of applications in the Office of Director IT is **15.05.2024**.

DIRECTOR IT
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