



Ministry of Information  
Technology & Telecom  
Government of Pakistan



## VACANCY ANNOUNCEMENT

DigiSkills.pk 2.0 Training Program requires the services of bright & motivated individuals for the following post(s) on Ad-hoc basis, maximum for a period of six (06) months only, at market competitive salary.

### Academics:

#### ■ Senior Coach

Master's Degree/BS/BE (at least 1<sup>st</sup> division) or equivalent degree obtained after 16 years of education from HEC recognized University/ Institution with no 3<sup>rd</sup> division in the academic career. At least 2 years professional experience in the relevant field(s) listed below. Strong interpersonal and communication skills are required. Must have excellent command over spoken and written English. IT Proficiency is must.

#### Relevant fields:

1. Affiliate Marketing
2. Video Editing, Animation & Vlogging
3. Data Analytics & Business Intelligence
4. Communication and Soft Skills
5. Virtual Assistant
6. Digital Literacy

Preference will be given to those who have work experience of online Freelancing in the recognized International Marketplaces, Coordination and Team Management.

### Admin & Finance:

#### ■ Driver\*

Literate. At least 5 years driving experience. The driver must have a valid HTV/LTV driving license and ability to maintain Logbook. Necessary clearance from the relevant authorities is required.

The required criteria for the above-mentioned positions are also given on the DigiSkills.pk Website ([www.digiskills.pk/jobs](http://www.digiskills.pk/jobs))

Please read the following instructions before applying:

- Above mentioned positions are Lahore based only.
- The age of superannuation is 60 years.

- Those already in the government/semi-government service or autonomous bodies will be required to upload 'No Objection Certificate (NOC)' from their current employer, at the time of submission of online job application.
- Part time, honorary, visiting, apprenticeship and internee experience will not be counted as experience.
- Only eligible/short listed candidates will be contacted individually for interview.
- All post(s), except marked (\*), shall be applied online [www.digiskills.pk/jobs](http://www.digiskills.pk/jobs). Please fill all relevant information on online job application form.
- Application for the Post mentioned with (\*) must reach this office in hard form along with complete documents, including NOC, by registered post latest by **Monday, March 20, 2023**. Please clearly mention “**DigiSkills.pk 2.0 Training Program**” on your application.
- Please fill all relevant information on online job application form and upload/attach your detailed CV, Certificate(s), and Degree(s). Also please clearly mention Division/CGPA of all academic record and Experience/Research details.
- Candidate(s) shall sign an affidavit, at the time of interview, stating that he/she is not dual national and in case of selection, he/she shall not keep dual job, in any manner.
- In case of selection/appointment, candidate(s) shall submit medical fitness certificate, issued by Medical Superintendent (MS) of Civil/Government Hospital & Corona Vaccination Certificate.
- In case, any deficiency is observed in the eligibility of the candidate or fake information is provided by the candidate, his/her candidature will be cancelled, or his/her job will be terminated, immediately, at any stage.
- No TA/DA will be admissible for appearing in interview.
- DigiSkills.pk 2.0 Training Program reserves the right to reject any or all applications, at any stage, without assigning any reason.
- We are an equal opportunity employer.
- Special persons are encouraged to apply.
- The project-based salaries are on lump sum basis (but subject to Tax Laws) and without any fringe benefits.

Applicants should apply online: [www.digiskills.pk/jobs](http://www.digiskills.pk/jobs)

Last date of application: **Monday, March 20, 2023**

PROJECT DIRECTOR, DIGISKILLS.PK 2.0 TRAINING PROGRAM  
Dream Gardens, Arches Plaza, Phase-1, Defence Road,  
Off Raiwind Road, Lahore.

UAN: 0304-111-1570 Ext: 0 | Email: [info@digiskills.pk](mailto:info@digiskills.pk)