



## NED UNIVERSITY OF ENGINEERING & TECHNOLOGY

### THE ENGLISH ACCESS MICROSCHOLARSHIP PROGRAM [ACCESS]

## Job Announcement

Applications are invited for the following positions for The English Access Microscholarship Program (Access) for a two-year tenure.

Job Title	Positions	Required Qualifications and Skills
English Language Teacher	06	<ul style="list-style-type: none"><li>• Bachelor's degree (16 yrs) in English from a HEC recognized university</li><li>• 3 years' experience of language teaching preferably with 13-20 age group students</li><li>• Advanced level of English language proficiency.</li><li>• Good computer literacy (MS Office, Internet browsing and social media)</li><li>• Interested individuals are willing to <b>commit for two years</b> of teaching with the Access Program and manage flexible working hours (after school and intensive sessions) and are <b>highly motivated to work for under privileged students</b> and to serve the community</li></ul> <p>*Candidates with basic knowledge of US culture and society will be preferred.</p>
Teacher Assistant	02	<ul style="list-style-type: none"><li>• Bachelor's degree (14yrs) from a HEC recognized university</li><li>• Good English Language Skills</li><li>• Basic computer literacy (MS Office, Internet browsing and social media)</li><li>• Interested individuals are willing to <b>commit for two years</b> of attachment with the Access Program and manage flexible working hours (after school and intensive sessions) and are <b>highly motivated to work for under privileged students</b> and to serve the community</li></ul>
Academic Coordinator	01	<ul style="list-style-type: none"><li>• MS/M.Phil in a English (preferably in Linguistics/Applied Linguistics/ELT) from a HEC recognized university</li><li>• Minimum 3 years of experience in administrative responsibilities along with language teaching</li><li>• Advanced level of English language proficiency</li><li>• Strong communication and interpersonal skills</li><li>• Interested individuals are willing to <b>commit for two years</b> of attachment with the Access Program and manage flexible working hours (after school and intensive sessions) and are <b>highly motivated to work for under privileged students</b> and to serve the community</li></ul>
Accountant	01	<ul style="list-style-type: none"><li>• Bachelor's Degree (16yrs) in the relevant field from a HEC recognized university</li><li>• Strong Computer skills; especially Microsoft Word, Excel, presentations, and Adobe Photoshop</li><li>• Minimum 1 year of experience in managing finances and handling accounts along with procurement</li><li>• Have strong communication and interpersonal skills</li><li>• Be willing to commit for two years of attachment with the Access Program.</li></ul>

Please send in your CVs along with the cover letter addressed to (see below) **via Email only**.

Only shortlisted candidates will be called for interview.



Submission Deadline: **5<sup>th</sup> November, 2019**

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