



HAZRAT SHAH JAHANGIR ACADEMY

Montessori – Matric / O’Levels & Hifz

FACULTY REQUIRED

We require the services of the following staff with excellent academic, professional record and best school management experience, capacity enhancement to ensure quality education especially sensitizing holistic grooming of the students through the dynamic, dedicated and professionally well-groomed role model faculty.

Name of Post	Eligibility	Experience (Minimum)
Physical Education Instructor (Male)	Physical fitness Certification from Sindh Skill development / Education (Mandatory)	2-5 years in relevant field/area.
Receptionist (Female)	Bachelors with basic computer knowledge, knowledge of administrative procedures and good verbal communication skills	3 years in a reputed organization
Librarian (Female)	MLS / Equivalent Library Science Degree	2 years in a reputed institute
Typist (Female)	Bachelors with on the job training, optional typing courses, familiarity with soft wares and command on MS Office / In Page.	2 years in a reputed organization
Graphic Designer (Male)	Diploma in Graphic Designing, Proficient in Adobe Photoshop, InDesign, Illustrator and other web design applications.	2 years in a reputed organization
Admin officer (Male)	BBA/MBA or equivalent from a reputed institution	2 years in a relevant field
Accountant (Male)	BBA/MBA preferably in Finance from a reputed institution	2 years in a relevant field
Montessori Teachers (Female)	BA/BSc with Montessori Diploma	3 years in a reputable institute
Primary School Teachers (Female)	BA/BSc or equivalent with at least English, Maths, Science, Urdu as one subject at Master Level.	3 years teaching experience in reputed institution
General Teacher (Female)	MA/MSc or equivalent with at least English, Maths, Science, Urdu as one subject at Master Level.	3 years teaching experience in reputed institution
Teachers for Junior Cambridge and O’Levels (Female)	MA/MSc or equivalent with at least History, Geography, Maths, etc as one subject at Master Level. Preference will be given to the candidates having O’Levels background.	3 years teaching experience in reputed institution
Hafiza/Qaria (Female)	Qaria with command on Tajweed, Hafiza for Hifz Classes with minimum Matric, FA/FSc	2 years teaching experience in reputed institution

- Interested candidates can send their CVs and Cover Letter at info@hsja.com.pk
- Candidates are required to mention clearly in the subject line, the post and subject against which they intend to apply.
- Salary package starts from Rs8, 000 till Rs70, 000.
- Preference will be given to the candidates living in Malir.