

## Vacancy Announcement

### Teaching staff is required

HAND in HAND with EDUCATED and LABOUR PEOPLE. (HHELP) is a non-profit, non-governmental and non-political organization established in 2007 and was registered in 2012 under the community welfare act 1960 under the registration number 283 based at Taluka Johi, District Dadu, Sindh-Pakistan.

HHELP Sindh is implementing long term program on education in rural areas of the Taluka Johi District Dadu Sindh in collaboration with Sindh Education Foundation to provide quality of education by enrolling out of school children, currently we are looking for energetic, motivated, dynamic potential candidates for long term PPRS Programme to fill following position on purely merit basis based at Taluka Johi, Dadu Sindh.

S. No	Position	Qualification	Location	Vacancies
01	Head Teacher (Male and Female)	Graduation, minimum 3 years relevant experience, command over  MS Office	Johi, and Near Vill: Haji Khan	2

### Job Description:

- Provide vision, leadership and direction
- Coordination with Quality Assurance Department of the organization correlated to current status of the school.
- Development of weekly progress report.
- Arranging and managing monthly parents meetings.
- Secure and sustain outstanding teaching and learning
- Promote excellence, equality and high expectations for all students
- Promote the social and cultural development of all students
- Evaluate school performance and identify priorities for continuous improvement
- Be accountable for deploying resources to achieve the school's aims
- Ensure that day-to-day management, organization and administration is carried out effectively
- Create a safe and productive learning environment which is engaging and fulfilling for all students needs.

- Secure the commitment of the community
- Value the diversity of the community it serves
- Any other task assigned by supervisor

Please send your detailed CVs and a recent photograph till 3rd November, 2016 on the following address:

HHELP Sindh Office near Utility Store Police Station Road Johi Dadu Sindh.

Kindly write the post (for which you are applying) in “CAPITAL LETTERS” on the left corner of envelop. (If you are applying by courier or submitting your CV by hand)

OR

You may apply by email mentioning position in subject line of the mail at [hr@hhelp.org.pk](mailto:hr@hhelp.org.pk) along with covering letter, for further details kindly visit our website [www.hhelp.org.pk](http://www.hhelp.org.pk).

Only shortlisted candidates will be contacted for written test and interview. No TA/DA will be provided. Successful candidates can expect to be deputed immediately to HHELP’s Head Office Johi.