



## JOB DESCRIPTION

<b>Job Title:</b>	Computer Instructor (Female)
<b>Department:</b>	Projects & Development
<b>Reports to:</b>	Principal
<b>Location:</b>	VTC - Attock
<b>Gross Salary:</b>	PKR 35,000 to 38,000/-
<b>Contract Type:</b>	Contractual (extendable subject to performance and availability of funding)
<b>Objective</b>	To deliver quality, practical and theoretical training in computer-related skills, enabling trainees to develop professional competencies for employment and self-employment opportunities.
<b>Main Responsibilities</b>	<ul style="list-style-type: none"><li>• Imparting of practical and theoretical training in accordance with approved standards</li><li>• To follow the timetable on the subject of trade theory and trade practicals</li><li>• Proper discipline in the lab and VTC</li><li>• Keeping lesson plans readily available</li><li>• Responsible for all training materials, tools, and equipment installed in the lab</li><li>• Keep proper maintenance of training tools and equipment in the lab</li><li>• Keep an updated attendance register and leave record of trainees</li><li>• Maintenance of trainees' progress card and periodical tests</li><li>• Regularly check trainees' notebooks and sign the same with dates</li><li>• Prepare materials and classrooms for class activities</li><li>• Prepare, administer, and grade tests and assignments to evaluate students' progress</li><li>• Assign and grade class work and homework</li><li>• Submission of final names of trainees appeared to be in final examination</li><li>• Ensure safety precautions in the lab</li><li>• Must ensure positive and exemplary behavior</li></ul>
<b>Required Qualification and Skills:</b>	<ul style="list-style-type: none"><li>• BSc Computer Science / DIT diploma or relevant degree in a related field from a recognized institution.</li><li>• At least two years of experience in reputed institution or organization as a computer instructor.</li></ul>

Signature: \_\_\_\_\_

Name: \_\_\_\_\_