



UNIVERSITY OF SARGODHA, SARGODHA

HIRING OF SERVICES (PER LECTURE/HOUR BASIS)

Applications for the following posts (per Lecture/Hour basis) are invited from Pakistani Nationals on the prescribed form, which can be downloaded from University website: www.su.edu.pk:

E-ROZGAAR CENTER

Sr. #	Name of Post	No./Nature of Post	Eligibility Criteria
1.	Trainer (E-Commerce)	01-Per Lecture/Hour Basis	For Eligibility Criteria and General/Other Information, please visit University website.
2.	Trainer (Social Media Marketing)	01-Per Lecture/Hour Basis	

Note:

- Applications must be accompanied with original bank deposit slip/University Challan Form of Rs. 1500/-, as processing fee (non-refundable) to be deposited under Head of Account "Collection" in HBL A/C No. 00427991777803, University of Sargodha.
- The above posts are purely on per Lecture/Hour basis, for a period of one year extendable for further as per decision of hiring Authority.
- Closing date for submission of applications in the office of Dean, Faculty of Computing & IT is **21.10.2024**.

DEAN FACULTY OF COMPUTING & IT
UNIVERSITY OF SARGODHA, SARGODHA
Ph. # 048-9230099, E-mail: dean.computing-it@uos.edu.pk

GENERAL / OTHER INFORMATION

DOMAINS

- E-Commerce Domain:** Freelancing basics, Shopify store creation and management, Woo Commerce store creation and management, drop shipping, Local Ecommerce, Marketing Shopify or Woo Commerce store via Facebook/Instagram and other digital marketing techniques, Amazon, eBay, Virtual Assistance related
- Social Media Marketing Domain:** Freelancing basics, SEO, Content Marketing, SMM, Blogging, Content Writing

ELIGIBILITY CRITERIA

Qualification:

Minimum 16 Years of Education with a Degree in Computer Sciences/ Management/ Social Sciences / Electrical and Telecommunication/ General Sciences / Commerce / Finance / or related from HEC recognized University, foreign or local institute.

Experience:

Minimum 2 year of professional freelancing work experience with a well-reputed profile on freelancing portals or a proven experience in case of direct clients. Teaching/Training experience will be preferred.

Age:

45 years Maximum

Main Responsibilities:

- Conduct daily classes as per the schedule for respective domains
- Teaching students freelancing and proposal writing skills
- Creating profiles of all students on freelancing portals
- Teaching different tools as per student domains
- Conducting class activities as per designed course
- Taking quizzes and assignments
- Submitting a final report containing success stories of students of each batch to the concerned line manager
- Conduct awareness sessions when applications are open for centers
- Preparing course outlines and update course curriculum as per need
- Participation in events to generate new applications.

Key Performance Indicators (KPIs):

- Students freelancing profiles on freelancing portals, number of Students Earning and Total Earning of every batch
- Maintaining class retention by engaging students with course content and knowledge
- Providing guidance to trainees on freelancing portals and helping/supporting them how to manage profile.
- Taking makeup classes as per the requirement
- Conducting awareness sessions when applications are open for centers
- Efficient in online and physical modules if required
- Submit student earning details, profiles on freelancing portals and reports at the end of every batch

GENERAL INFORMATION

- Only short listed candidates will be called for Test / Interview.
- The prescribed application form (BS-17 & Above) can be downloaded from University of Sargodha website i.e. www.su.edu.pk.
- Candidates are required to submit application along with complete C.V and attested copies of testimonials.
- Two most recent passport size photographs should be affixed on application form.
- Applications must be accompanied with original bank deposit slip/University Challan Form of Rs. 1,500/-, as processing fee (non-refundable) to be deposited under Head of Account "Collection" in HBL A/C No. 00427991777803, University of Sargodha.
- Applications received after the closing date will not be entertained; even posted before the closing date.
- Incomplete applications shall not be entertained.
- In case any information provided by the candidate in his/her application form is found to be incorrect or false at any stage, he/she will be disqualified and action will be taken under the Rules.
- The University reserves the right not to fill/withdraw/withhold the appointment against above said post without assigning any reason.
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