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The Hunar Foundation, Karachi,
Pakistan



Position Title: "**Assistant Instructor- Mechatronics**"

Job Responsibilities/Projects include:

Teaching and Training:

- Assist to instructor in imparting training program to the trainees.
- Conduct practical and effectively using material and equipment to develop student skills.
- Issue and return of tools and material from sub store used by instructor and students for day to day running of the workshop activities.
- Prepare materials as required for workshop practical and projects.
- Keep inventory of material and tools used in assigned area and complete purchase requisitions for needed tools and material
- Coordinate extra curriculum activities within institute.
- Carryout any other activity assigned by instructor

Assessment:

- Assist to plan assessment activities and processes.
- Assist to conduct and gauge the competency level of trainees to develop further training plans.
- Assist to conduct entry exams activities such as maintaining discipline, verifying documents, copy checking and interviews.



Maintaining Records:

- Assist to maintain the records of student attendance and assessments as per THF QSP formats.
- Assist to maintain the academic records as per THF QSP formats.
- Maintain records relating to workshop equipment as required.
- Maintain consumable record of consumables for availability and shortage to raise PR
- Assist the student to prepare their portfolio

Maintenance of Workshop:

- Maintain workshop and storage areas in a tidy and safe condition
- Keep workshop tools and equipment in working condition
- Perform general maintenance of the equipment and machines of workshop
- Perform general maintenance within the institute.

Admission Process:

- Participate in admission campaigns for student's induction.
- Participate in induction process of students.

Miscellaneous:

- Assist to conduct online classes/participate in online meetings as per situation
- Any other job assigned by the management

Competencies & Skills:

1. **Knowledge of ARDUINO.**
2. **Solid Hand-on experience on Mechatronics devices and Instruments.**
3. Knowledge of installing software on different OS.
4. Teaching Industry Experience.
5. Proactive and Take initiative.
6. Good Interpersonal & Communication Skills.
7. Teaching and Training Skills.
8. Hands-on experience of tools to conduct online classes.
9. Time Management & Result Oriented.
10. Hands on experience on Ms. Office Suit.
11. Should be well versed in English Language (Spoken & Written).

Gender:

No Preference

Age:

20 – 30 Years

Minimum Education:

BE/BS or DAE/Diploma
(Mechatronics/ Electronics /
Computer Engineering)

Experience:

1 Year of relevant
industry

Salary Range:

30,000 - 40,000

Job Location:

Korangi Creek, Karachi,
Pakistan.

Interested candidates may send their updated resumes at careers@hunarfoundation.org latest by **January 20th, 2021**. Please mention the position in the subject line.