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**The Hunar Foundation, Karachi,
Pakistan**



Position Title: “Instructor – Emerging Media”

Job Responsibilities/Projects include:

Teaching and Training

- Impart Technical Vocational training program to the trainees.
- Plan, organize and deliver group-based learning as per THF QSP standards.
- Plan, organize and facilitate learning in the workplace.
- Plan, organize and conduct online classes.
- Instruct, Demonstrate and conduct practical experiments to train the trainees
- Prepare, arrange and organize learning resources as per THF QSP standards.
- Coordinate in extra curriculum activities.
- Overall responsible for the performance/results of department
- Coordinate in preparing the curriculum and TLR as per directions of APD

Assessment:

- Design and develop assessment tools as per THF QSP standards.
- Plan assessment activities and processes.
- Conduct and gauge the competency level of trainees to develop further training plans
- Participate in entry exams for copies checking and interviews of new trainees.



Maintaining Records

- Maintain the records of student attendance and assessments as per THF QSP formats.
- Maintain the academic records as per THF QSP formats.
- Maintain records of workshop assets and sub- store inventory.

Maintenance of Workshop

- Guide and supervise trade staff in keeping workshop tools and equipment in working condition
- Supervise the activities of general maintenance of the equipment and machines of workshop
- Supervise the activities of general maintenance within the institute.

Counseling of the Trainees

- Provide counseling and mentoring to students for their future career development
- Counseling with the demotivated and problem making trainees for focus on training
- Counseling with long absent trainees due to some personal/family/financial reason

Miscellaneous

- Conduct online classes/participate in online meetings as per situation.
- Any other job assigned by the management.

Competencies & Skills:

1. **Good Knowledge of SKETCH 3D Software Package.**
2. Teaching Industry Experience.
3. Proactive and Take initiative.
4. Good Interpersonal & Communication Skills.
5. Teaching and Training Skills.
6. Hands-on experience of tools to conduct online classes.
7. Time Management & Result Oriented.
8. Hands on experience on Ms. Office Suit.
9. Should be well versed in English Language (Spoken & Written).

Gender:

No Preference

Age:

25 – 35 Years

Minimum Education:

BE/BS (Media Science/Arts).

Experience:

1-2 Years of relevant industry.

Salary Range:

50,000 - 80,000

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.