



SINDH EDUCATION FOUNDATION
GOVT. OF SINDH
(HEAD OFFICE)

SEF (Plot. No. 21/A, Block No.7& 8 Overseas Cooperative Housing Society,
Ameer Khusro Road) Karachi. 021-34169182 & 184



Selection of Invigilators for
Short Term Assessment Activity

Tender # SEF/WEB/16-17/15

Sindh Education Foundation invites CV's from interested individuals fulfilling following criteria and can perform given below responsibilities:

S. No	REQUIRED POSITIONS	Qty	SHORTLISTING CRITERIA	REQUIRED DOCUMENTS
1	Invigilators	Apprx.100	<ol style="list-style-type: none">1- The applicants should have at least Bachelor Degree in any discipline.2- The applicant should be familiar with Sindhi, Urdu and English Languages.3- The applicant should have demonstrable experience of invigilation/exam execution.4- Applicant age between 21 to 40 years is eligible to apply.	<ol style="list-style-type: none">1- Two copies of updated resume.2- Two passport size photographs.3- Two copies of CNIC.4- Two copies of last education degree.

Instructions:

- 1- Interested individual are allowed to submit his CVs to Procurement Department.
- 2- The shortlisted candidates will be contacted for interview and onward selection process.
- 3- He should be willing to travel extensively during the assignment, must possess sound interpersonal skills, strong communication skills and to deal benevolently with children.

Note:

The Assessment will be held in two cycles i.e. November-December, 2016 and January-February, 2017.

The Last date of submission of CVs is November 3, 2016 by 5.00 p.m sharp. The CVs may be submitted through e-mail procurement@sef.org.pk or by post on the address of SEF (Plot. No. 21/A, Block No.7& 8 Overseas Cooperative Housing Society, Ameer Khusro Road) Karachi).

This advertisement is also available on the websites of Sindh Education Foundation, SEF (www.sef.org.pk) and Sindh Public Procurement Regulatory Authority, SPPRA (www.spprasindh.gov.pk).

Sd/-
Deputy Director Procurement

Terms of References of Invigilators

- The period engagements as invigilator will be approximately 10-15 days.
- To ensure to follow the security protocols identified by the Assessment Unit -SEF.
- To ensure time management of whole Assessment processes.
- To perform continuous monitoring, tracking and recording of all the activities related to the assessment.
- To keep liaison with the Assessment Unit-SEF.
- To ensure to conduct the assessment according to the SEF protocols of Assessment.