

IT Coordinator

Notre Dame Institute of Education (NDIE), Karachi requires a full-time IT Coordinator.

The IT Coordinator will be responsible for managing the computer lab and IT equipments, attending to and resolving staffs' and students' complaints concerning IT services, teaching computer courses to undergraduate, graduate and postgraduate students of NDIE and planning and conducting continuing professional development (CPD) courses for teachers and students participating in NDIE's CPD programme.

Required Qualification & Experience

The candidate should have one of the following qualifications:

- Masters in Computer Sciences
- BS computer science along with relevant experience
- Equivalent qualification

The candidate should have served for at least 2 years in a reputable organization as a computer teacher and IT lab manager and should have command over both software and hardware, LAN, Web designing and maintaining and designing flyers and brochures,

Please send your CV, testimonials, CNIC and a recent passport size photograph with two references to:

Director
Notre Dame Institute of Education (NDIE)
St. Patrick's High School Campus
Saddar, Karachi 74400
Tel: 0213-2781456-7
Email: ndie@cyber.net.pk

Last Date to submit the required documents: July 11, 2016

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