



## VACANCY ANNOUNCEMENT

DigiSkills.pk 3.0 Training Program requires the services of bright & motivated individuals on contract basis for the following positions at market competitive salary.

### Admin & Finance:

#### ■ Assistant Manager (Finance)

(Package: Rs.220,000 All inclusive)

ACA/ACMA qualification or an MBA/M.Com/4-year Bachelor's degree with specialization in Finance/Accounting (minimum 50% marks in annual system or CGPA 2.0 out of 4.0) from an HEC-recognized university/institution.

Candidates holding ACA/ACMA must have at least 5 years of relevant experience, including a minimum of 2 years post-qualification. For MBA/M.Com/4-year Bachelor's degree holders, a minimum of 7 years of relevant experience, including at least 4 years post-qualification, is required.

Candidates with a B.Com degree and completed CA articles are also eligible, provided they have a minimum of 10 years of relevant experience.

Must have excellent command over spoken and written English. IT Proficiency is a must.

#### ■ Assistant Manager (Admin/HR)

(Package: Rs.220,000 All inclusive)

Master's degree or a 4-year BS (minimum 50% marks in the annual system or CGPA 2.0 out of 4.0), or an equivalent qualification in Public Administration, Business Administration, or Human Resource Management from an HEC-recognized university/institution.

A minimum of 7 years of relevant experience, including at least 4 years of post-qualification experience in multinational, national, government, semi-government organizations, or universities.

Command over spoken and written English with good presentation skills as well as IT proficiency are a must.

### ICT:

#### ■ Principal Software Engineer

(Package: Rs.200,000 All inclusive)

Bachelor's degree (obtained after 16 years of education with minimum 50% marks in annual system or CGPA 2.0 out of 4.0 in Computer Science/IT, or equivalent qualification in related fields from a HEC recognized University / Institution.

At least 4 years post qualification experience of analyzing, designing, developing, and deploying complex software systems. Good domain knowledge of Learning and Content Management Systems as well as current programming tools and languages are must. Experience of developing desktop and Internet-based applications with strong database management skills is required. Command over spoken and written English with good presentation skills as well as IT proficiency are a must. Skills & Expertise (Web): Sound SDLC concepts, Programming Skills, ASP.NET, C#, VB.Net, Power BI, Web Services, Visual Studio, SQL Server, HTML5, JavaScript, jQuery, Bootstrap, CSS.

#### ■ Software Engineer

(Package: Rs.125,000 All inclusive)

Bachelor's degree obtained after 16 years of education with minimum 50% marks in annual system or CGPA 2.0 out of 4.0 in Computer Science/IT, or equivalent qualification in related fields from a HEC recognized University / Institution.

At least 1 year of post qualification experience of designing, developing, and deploying complex software systems. Good domain knowledge of Learning and Content Management Systems as well as current programming tools and languages are must. Experience of developing desktop and Internet-based applications with strong database management skills is required. Command

### ■ Coordinator/Secretary

(Package: Rs.100,000 All inclusive)

A minimum of 16 years of education with at least 50% marks (annual system) or a CGPA of 2.0 out of 4.0 in Business Administration, Public Administration, Project Management, English, or a related discipline from an HEC-recognized university/institution.

A minimum of 3 years of relevant experience in administrative, secretarial, or coordination roles, preferably supporting senior executives or project teams in public sector or donor-funded projects. The candidate must have demonstrated experience in organizing meetings, maintaining records, and managing schedules. Must have excellent command over spoken and written English. IT proficiency is a must.

### ■ Accountant

(Package: Rs.85,000 All inclusive)

Bachelor's degree in Commerce / Accounting / Finance or equivalent (minimum 50% marks in the annual system or CGPA 2.0 out of 4.0) from HEC recognized University/Institution. At least 4 years post qualification experience of record keeping, maintenance of accounts and compilation of reports. Command over spoken and written English with good presentation skills as well as IT proficiency are a must.

### ■ Admin Assistant

(Package: Rs.60,000 All inclusive)

Bachelor's degree (minimum 50% marks in the annual system or CGPA 2.0 out of 4.0) from HEC recognized University/Institution. At least 3 years post-qualification experience in administration. Ability to maintain the office filing system and staff records is must. Command over spoken and written English with good presentation skills as well as IT Proficiency are must.

### ■ Electrician\*

(Package: Rs.60,000 All inclusive)

DAE (Electrical) with minimum 50% marks in the annual system from recognized Institution. At least 2 years post qualification experience as an electrician in a well reputed organization. Ability to install and maintain all electrical fittings / DBs as well as wiring is required. Experience in operation and handling of power generators is required.

### ■ Driver\*

(Package: Rs.50,000 All inclusive)

Literate. At least 5 years driving experience. The driver must have a valid HTV/LTV driving license and ability to maintain a Logbook. Necessary clearance from the relevant authorities is required.

over spoken and written English with good presentation skills as well as IT proficiency are a must.

Skills & Expertise (Web): Sound SDLC concepts, Programming Skills, ASP.NET, C#, VB.Net, Power BI, Web Services, Visual Studio, SQL Server, HTML5, JavaScript, jQuery, Bootstrap, CSS.

### ■ Web Designer

(Package: Rs.125,000 All inclusive)

Bachelor's degree obtained after 16 years of education with minimum 50% marks in annual system or CGPA 2.0 out of 4.0 in Computer Science / Information Technology / Graphics Designing / Visual Arts / Human-Computer Interaction (HCI), or an equivalent qualification in related fields from an HEC recognized University / Institution.

At least 3 years' experience of creating graphics / animation. Must have demonstrable proficiency of graphic design, Strong understanding of design principles, typography, color theory, and layout techniques. Ability to translate complex concepts into clear, engaging visual content. Excellent communication skills and the ability to collaborate effectively with team members. Create responsive website designs using tools like Figma, Sketch, Photoshop, Illustrator, Premier Pro & After Effects or Adobe XD. Apply UI/UX principles to design visually appealing, user-centered websites. Develop interactive prototypes with Figma and understand user testing processes. IT proficiency is a must.

## Networking:

### ■ Assistant Network/System Administrator

(Package: Rs.100,000 All inclusive)

Bachelor's degree obtained after 16 years of education with minimum 50% marks in annual system or CGPA 2.0 out of 4.0 in Computer Science/IT or BE (EE) or equivalent qualification in related fields from a HEC recognized University / Institution.

At least 1 Year post qualification experience of designing, implementing and maintaining complex networks; capability to handle firewalls, routers, switches and other LAN/WAN equipment. Proficiency in installing, configuring and troubleshooting web, file, mail, DBMS, DNS and proxy servers etc. under Windows/Linux environments is required. Must be fluent in written and spoken English.

### ■ Hardware Technician

(Package: Rs.75,000 All inclusive)

DAE (minimum 50% marks in annual system) with specialization in computer hardware and maintenance from a recognized Institution.

At least 2 Years post qualification experience of Computer and Networking Hardware maintenance and repair.

## Marketing:

### ■ Marketing Manager

(Package: Rs.200,000 All inclusive)

MBA/BBA/BS in Marketing/Advertising/Media & Communication (minimum 50% marks in annual system or CGPA 2.0 out of 4.0) or equivalent degree obtained after 16 years of education from a HEC recognized University / Institution.

At least 5 years experience in managing and devising strategies for both social and traditional media campaigns. Skilled in handling platform-specific marketing for Facebook, Instagram, LinkedIn, YouTube, TikTok, and others, including social media calendars, paid advertising, community engagement, and analytics. Experience in interpreting key metrics like TRP/GRP, reach, and CPM, and managing media budgets with a focus on ROI and cost-benefit analysis. Ability to generate and analyse reports, interpret data, and derive actionable insights for strategic decision-making. Should have sound understanding of SEO/SEM, and familiarity with AI-powered marketing tools and legal requirements. Relevant certifications will be considered an asset.

Must have excellent command over spoken and written English. Strong interpersonal and public relation skills are required. IT proficiency is a must.

### ■ Marketing/e-Marketing Officer

(Package: Rs.150,000 All inclusive)

MBA/BBA/BS with specialization in Marketing/Advertising/Media & Communication (minimum 50% marks in annual system or CGPA 2.0 out of 4.0) or equivalent qualification obtained after 16 years of education from a HEC recognized University / Institution.

At least 3 years' experience in marketing or advertising, e-marketing and social media platforms with special reference to marketing strategy planning and execution. Should have the vision and creativity to develop marketing, promotional and social campaigns online by using different social and e-Media platforms. Knowledge of SEO/SEM, AI-powered tools. Good interpersonal skills, strong public relations acumen. Relevant certifications will be considered an asset.

Must have excellent command over spoken and written English. Strong interpersonal and public relation skills are required. IT proficiency is a must.

The required criteria for the above-mentioned positions are given on the DigiSkills.pk Website ([www.digiskills.pk/jobs](http://www.digiskills.pk/jobs))

Please read the following instructions before applying:

- Above mentioned positions are Lahore based only.
- The age of superannuation is 60 years.
- Those already in the government/semi-government service or autonomous bodies will be required to upload 'No Objection Certificate (NOC)' from their current employer, at the time of submission of online job application.
- Part time, honorary, visiting, apprenticeship and internee experience will not be counted as experience.
- Only eligible/short listed candidates will be contacted individually for an interview.
- All posts, except marked (\*), shall be applied online [www.digiskills.pk/jobs](http://www.digiskills.pk/jobs). It is mandatory to fill all relevant information on an online job application form.
- Application for the Posts mentioned with (\*) must reach this office in hard form along with complete documents, including NOC, by registered post latest by **Thursday, September 25, 2025**. Please clearly mention “**DigiSkills.pk 3.0 Training Program**” on your application.
- Candidates, who want to apply for more than one post, must apply separately for each post.
- It is mandatory to fill all relevant information on online job applications (please attach relevant Certificate/Degree and clearly mention Division/CGPA of all academic records and also mention Experience/Research details).
- Candidate(s) shall sign an affidavit, at the time of interview, stating that he/she is not dual national and in case of selection, he/she shall not keep dual job, in any manner.
- In case of selection/appointment, candidate(s) shall submit a medical fitness certificate, issued by Medical Superintendent (MS) of Civil/Government Hospital & Corona Vaccination Certificate.

- In case, any deficiency is observed in the eligibility of the candidate or fake/incomplete information is provided by the candidate, his/her candidature will be cancelled, or his/her job will be terminated, immediately, at any stage.
- No TA/DA will be admissible for appearing in the interview.
- DigiSkills.pk 3.0 Training Program reserves the right to reject any or all applications, at any stage, without assigning any reason.
- These are contractual positions for the project having a maximum duration up to 38 months.
- We are an equal opportunity employer.
- Special persons are encouraged to apply.
- The project-based salaries are on a lump sum basis (but subject to Tax Laws) and without any fringe benefits.

Applicants should apply online: [www.digiskills.pk/jobs](http://www.digiskills.pk/jobs)

Last date of application: **Thursday, September 25, 2025**

PROJECT DIRECTOR, DIGISKILLS.PK 3.0 TRAINING PROGRAM  
Virtual University of Pakistan, 5 KM Raiwind Road, Lahore.

Email: [info@digiskills.pk](mailto:info@digiskills.pk)