



**Directorate General of Sports &
Youth Affairs Punjab**
National Hockey Stadium, Ferozepur Road – Lahore

TEMPORARY ENGAGEMENT

Directorate General of Sports & Youth Affairs, Government of the Punjab invites applications for temporary engagement (not extendable) of **Trainers / Motivational Speakers and Training Module / Curriculum Development Specialist** on the following terms and conditions:

1. Trainers / Motivational Speakers (For Training of Youth on various Soft Skills)

i	Qualification	16 years of Education in Mass Communication / Communication Studies, Management Sciences, Social Sciences, Business Administration or any other relevant field.
ii	Age	30-45 years.
iii	Experience	Minimum 5 years experience in conducting similar trainings in Public / Private Sector Organization.
iv	Professional Expertise / Skill	<p>The Applicant:</p> <ul style="list-style-type: none"> Should be affiliated with internationally or locally recognized training partner for imparting training over the period of five or more years. Must have Certification of Master Trainer for delivering similar training session (International certification would be preferred). Should have proven track record in designing and executing successful training programs. Should have outstanding organizational and planning abilities with the ability to handle and prioritize multiple tasks and relationships with attention to details. Must have proficient command in English, Urdu <p>Preference shall be given to those having:</p> <ul style="list-style-type: none"> Familiarity with traditional and modern training methods (mentoring, coaching, on-the-job or in classroom training, e-learning, workshops, simulations etc.) Must possess excellent reasoning, communication, leadership, presentation and motivational skills. Ability to plan, multi task and manage time effectively. Must have strong computer skills (MS Word, Excel, Outlook and Power Point etc.)
v	Tenure	Fixed Tenure of 12 Months.
vi	Package	Lum Sum Rs. 150,000/- per Month Number of Post: Two (02)

2. Training Module / Curriculum Development Specialist

i	Qualification	16 years of Education in Research Studies, Management Sciences, Social Sciences, Business Administration or any other relevant field (Higher Qualification in relevant field will be preferred).
ii	Age	30-45 years.
iii	Experience	Minimum 5 years experience in developing trainings modules and training manuals for Public / Private Sector Organization.
iv	Professional Expertise / Skill	<p>The Applicant:</p> <ul style="list-style-type: none"> Must have hands on experience in the complex process of design, editing, revision and roll-out of curriculum materials. Should have demonstrated experience in designing training modules for professional development sessions. <p>Preference shall be given to those having:</p> <ul style="list-style-type: none"> Demonstrated strong interpersonal communication skills, with excellent verbal and written English communication skills. Ability to work as a team member and build effective relationships with all clients, peers, and stakeholders. Proactive and creative, get the job done spirit; culturally astute, respectful and tolerant. Ability to work hands-on, independently, and within team in difficult work environment Experience working with computers, especially MS Word and MS Excel.
v	Tenure	Fixed Tenure of 03 Months.
vi	Package	Lum Sum Rs. 150,000/- per Month Number of Post: One (01)

- The interested applicant shall attach alongwith his application the documentary proof to establish his academic qualification, experience and Professional Expertise / Skills, otherwise no credit shall be given.
- Temporary Engagement shall not confer any right of regular appointment and shall not be regularized under any circumstances.
- The performance of the temporary engaged person shall be assessed / evaluated on monthly basis.
- Temporary engagement shall be liable to terminate at any time without assigning any reason / notice.
- If at any stage, it is discovered that the person engaged had obtained his temporary engagement on the basis of forged / bogus documents or through deceitful means, the temporary engagement shall be considered as void ab-initio and he shall be liable to refund all amounts received by him as a consequence of engagement in addition to such other actions as may be taken against him under the law.
- The engaged person shall perform duties on full time basis as per office hours prescribed by the Government.
- The interested applicant may examine the job description by visiting the office of undersigned.

Applications may be submitted on simple paper annexing all academic and experience certificates along-with copy of CNIC and two recent photographs. The applications must reach to the office of Director (Sports & Directorate General of Sports & Youth Affairs Punjab National Hockey Stadium on or before **07th April, 2020 at 12:15 pm**. No telephonic / e-mail / faxed applications shall be acceptable.