

Content Writer /Technical Writer

(Equivalent to PPS-7)

Max Age: 35 years

Field of Experience: Information Technology (IT)

Min Exp: 04 years

No of Vacancies : 01

Qualification:

BS/MCS/MS/MIT/MA (16 Years Degree), Education in the field of Computer Science/ Computer Engineering/ Software Engineering/ Information Technology/English/Communication from some reputed foreign/HEC recognized University/Institution.

Experience:

Minimum four (04) years' post qualification experience in the relevant field(s).

Skills Required:

- Proven content writer work experience
- Familiarity with administrative duties.
- Experience using office equipment. Excellent knowledge of correct spelling, grammar and punctuation.
- Attention to detail Confidentiality. Organization skills, with an ability to stay focused on assigned tasks

Job Description

- Preparation of e-Office Manuals, Including CBTs
- Preparation of Training Plan
- Preparation of Course Content
- Monthly Newsletter
- Year Book
- Update website content on e-Office
- Produce well-researched content for publication online and in print.
- Organize writing schedules to complete drafts of content or finished projects within deadlines.
- Utilize industry best practices and familiarity with the organization's mission to inspire ideas and content.
- Communicate and cooperate with a writing team, including a content manager, editors, and web publishers.
- Follow an editorial calendar, collaborating with other members of the content production team to ensure timely delivery of materials.
- Develop related content for multiple platforms, such as websites, email marketing, product descriptions, videos, and blogs.
- Monitor and analyze the performance of key performance indicators (KPIs) to offer suggestions for improvement.

- Use search engine optimization (SEO) strategies in writing to maximize the online visibility of a website in search results.

Graphic Designer/ Animation Expert

(Equivalent to PPS-7)

Max Age: 35 years

Field of Experience: Information Technology (IT)

Min Exp: 04 years

No of Vacancies : 01

Qualification:

BS/MCS/MS/MIT/MA (16 Years Degree), Education in the field of Computer Science/ Computer Engineering/ Software Engineering/ Information Technology from HEC recognized University.

Experience:

Minimum four (04) years' post qualification experience in the relevant field(s).

Skills Required:

- Proven work experience as a Senior Designer, Graphic Designer or similar role.
- Portfolio of completed design projects.
- Hands-on experience with image editing software, like Photoshop and Adobe Illustrator, 3D Graphics, Video graphics and animation, designing models, backgrounds, sets, characters and objects.
- Proficient in design software (e.g. In Design and Balsamiq).
- Strong aesthetic skills with the ability to combine various colors, fonts, layouts, Typography.
- Attention to visual details. Ability to meet deadlines and collaborate with a team.

Job Description:

- Overseeing all design projects, from conception to delivery.
- Designing original pieces, including illustrations, info graphics, animated videos, graphical illustrations, 3D graphics and social media graphics.
- Reviewing junior designers' work to ensure high quality.
- Oversee all design projects, from conception to delivery.
- Design original pieces, including illustrations and infographics.
- Review junior designers' work to ensure high quality
- Refine images, fonts and layouts using graphic design software.
- Apply typography and color vitiation techniques.
- Generate ideas to portray concepts and advertise products/services

- Increase user friendliness in digital products.
- Maintain brand consistency throughout all our marketing projects
- Liaise with marketing and design teams to ensure deadlines are met.
- Stay up-to-date with industry developments and tools.

Implementation Assistant

(Equivalent to PPS-4)

Max Age: 35 years

Field of Experience: Information Technology (IT)

Min Exp: 02 years

No of Vacancies: 01

Qualification:

Intermediate /BA/BSc (from HEC recognized University), with diploma in any field of IT.

Experience:

Minimum two (02) years' post qualification experience in the relevant field(s).

Skills Required:

- Experience of data entry at a large scale.
- Minimum typing speed 40 words per minute.
- Understanding of NLA (National Language Authority) standards will be a plus.
- Knowledge of working in common office applications (like Microsoft Word, Microsoft Excel etc.).

Job Description

- To do data entry/scanning of any kind within the organization.
- Can be assigned to do small computer related tasks like typing of letters, creation of mathematical sheets, creation of presentations etc.
- Training of e-Office application all modules.
- All task related to ERP/Software implementation.
- Any task assigned by Senior.