



Sadiq Public School

CAREER

Applications are invited for the following position:

Secretary to Principal:

- B.A/B.Sc/ADP at least 2nd Division with 40 WPM speed in English and Urdu typing.
- Proficiency in computer use.
- Experience in a reputed educational institution would be essential.
- Proficiency in spoken and written English.
- A competitive salary package, negotiable based on qualifications and experience.
- 3 year contract in the first instance with one year probationary period
- Duly filled in application (form is available on our website in Careers menu) along with attested copies of testimonials/certificates, CNIC and one recent passport size photograph arrive by post or by courier service at the latest by **18th September 2024.**
- Job description is available on the website.
- Only short listed candidates will be called for an interview.
- Candidates called for an interview will not be entitled to TA/DA.