

**International Islamic University Islamabad**  
**Faculty of Basic and Applied Sciences**  
**Department of Computer Science and Software Engineering**

**Subject: Trainers required for National Freelancing Training Program in the Department of Computer Science and Software Engineering**

Trainers (Contractual position for three 03 months) are required in the Department of Computer Science and Software Engineering for the National Freelance Training Program in the following three domains.

- 1. Creative Design: Graphic Designing**
- 2. Content Marketing & Advertising: Blogging & SEO**
- 3. Technical: CSS, PHP & SQL**

**Position Type:** Contractual position for three 03 months

**Criteria Age:** 45 years Maximum

**Qualification:** Bachelor Degree or above

**Experience:** Minimum 2 year of professional freelancing work experience with a well-reputed profile on freelancing portals or a proven experience in case of direct clients. Teaching/Training experience will be preferred.

**Main Responsibilities:**

- Conduct daily classes as per the schedule for respective domains
- Teaching students freelancing and proposal writing skills
- Creating profiles of all students on freelancing portals
- Teaching different tools as per student domains
- Conducting class activities as per designed course
- Taking quizzes and assignments
- Submitting a final report containing success stories of students of each batch to the concerned line manager
- Conduct awareness sessions when applications are open for e-Rozgaar centers
- Preparing course outlines and update course curriculum as per need
- Participation in events to generate new applications.

**Key Performance Indicators (KPIs):**

- Students freelancing profiles on freelancing portals, number of Students Earning and Total Earning of every batch
- Maintaining class retention by engaging students with course content and knowledge
- Providing guidance to trainees on freelancing portals and helping/supporting them how to manage profile.
- Taking makeup classes as per the requirement

- Conducting awareness sessions when applications are open for e-Rozgaar centers
- Efficient in online and physical modules if required

Interested candidates may send their CVs on [kaiser.ali@iiu.edu.pk](mailto:kaiser.ali@iiu.edu.pk) not later than Monday, 18<sup>th</sup> April 2022. Only shortlisted candidates will be called for Test/Interview. No TA/DA is permissible for the interviews.



Dr. Asim Munir  
**Chairman DCS&SE**