



Sadiq Public School

CAREERS

Applications are invited for the following positions:

Category of Post	Qualifications	Age Limit	Experience
Bursar	A professional qualification ACA/ACCA/ACMA/ CIMA or MBA (Accounting and Finance) from a recognized university /professional body.	30 to 45 years	• Minimum 05 years of relevant post-qualification experience in a reputed educational institution/ organization. • Preferably fellowship of professional accounting bodies. • Excellent ICT, Excel, ERP/ accounting systems skills. • Budgeting experience. • Experience in managing financial operation of comparable complexity and scale.
Academic Coordinator	Minimum 16 Years Education from a recognized university/ institution having minimum 2nd Division.	40 to 55 years	• Minimum 10 years' teaching/academic experience, including 5–7 years in senior academic management, with proven experience in both Cambridge and national education systems, curriculum planning and review, assessment, academic quality assurance, and digital learning and management systems. • Proficiency in MS office and digital document management tools. • Well-versed in modern teaching strategies, continuous, assessment and on campus teachers training. • A competitive salary package, negotiable based on qualifications and experience.
Terms	3-years contract in the first instance with a one-year probationary period		

- Further details, the job description and the application form are available on the website: **www.sadiqpublicschool.com** in the “Careers” menu.
- Incomplete or online applications will not be entertained.
- Only short-listed candidates will be called for an interview.
- A duly filled-in application, along with attested copies of testimonials/certificates, CNIC, one recent passport-size photograph and WhatsApp number, must arrive by courier service or by post no later than **29 September 2026.** **Applications received after due date will not be entertained.**
- Candidates called for an interview will not be entitled to TA/DA.
- Grade will be assigned corresponding to qualification and experience. Pay scale will be as per assigned grade.

PRINCIPAL