



# Sadiq Public School

## CAREERS

Applications are invited for the following positions:

| Category of Post            | Qualifications                                                                                                                    | Age Limit      | Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Bursar</b>               | A professional qualification ACA/ACCA/ACMA/ CIMA or MBA (Accounting and Finance) from a recognized university /professional body. | 30 to 45 years | <ul style="list-style-type: none"><li>• Minimum 05 years of relevant post-qualification experience in a reputed educational institution/ organization.</li><li>• Preferably fellowship of professional accounting bodies.</li><li>• Excellent ICT, Excel, ERP/ accounting systems skills.</li><li>• Budgeting experience.</li><li>• Experience in managing financial operation of comparable complexity and scale.</li></ul>                                                                                                                                                                                                         |
| <b>Academic Coordinator</b> | Minimum 16 Years Education from a recognized university/ institution having minimum 2nd Division.                                 | 40 to 55 years | <ul style="list-style-type: none"><li>• 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.</li><li>• Proficiency in MS office and digital document management tools.</li><li>• Well-versed in modern teaching strategies, continuous, assessment and on campus teachers training.</li><li>• A competitive salary package, negotiable based on qualifications and experience.</li></ul> |
| <b>Terms</b>                | <b>3-years contract in the first instance with a one-year probationary period</b>                                                 |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

- Further details, the job description and the application form are available on the website: **[www.sadiqpublicschool.com](http://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**



# Sadiq Public School

## CAREERS

Applications are invited for the following positions:

| Ser | Category of Post       | Qualifications                                                                                                                                | Age Limit      | Experience                                                                                                                                                                                                                                                                                       |
|-----|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a.  | Chief Security Officer | Master's degree from a recognised university.                                                                                                 | 40 to 55 years | <ul style="list-style-type: none"><li>Minimum 10 years' experience in security organization.</li><li>Preference will be given to a retired officer of Armed Forces/Police</li></ul>                                                                                                              |
| b.  | Admin Officer          | Master's Degree from a recognised university.                                                                                                 | 40 to 55 years | Minimum 5 years' experience in Administration and Management of institutions.                                                                                                                                                                                                                    |
| c.  | Catering Officer       | Master / Graduate in Food & Beverage or Hospitality Management                                                                                | 40 to 55 years | <ul style="list-style-type: none"><li>Minimum 5 years' experience as a Catering / Mess / Banquet Manager</li><li>Working experience with Hotel Industries / Colleges / Army Messes/ Hostels</li></ul>                                                                                            |
| d.  | Accounts Officer       | A professional qualification ACA/ ACCA/ ACMA/ CIMA or MBA/BS (Accounting and Finance) M. Com from a recognized university/ professional body. | 35 to 55 years | <ul style="list-style-type: none"><li>Minimum 5 years' experience, preferably in an educational/institutional setup.</li><li>Must have strong command of accounts, General Ledger, reconciliation, budgeting, fee collection, payroll, bills, taxation, audit and financial reporting.</li></ul> |
| e.  | Project Officer        | B.Sc./B.E. Civil Engineering, PEC registered.                                                                                                 | 30 to 50 years | <ul style="list-style-type: none"><li>Minimum 5 years' experience.</li><li>Proficient in BOQs, rate analysis, tendering, site supervision and quality control/ infrastructure development.</li><li>Knowledge of PPRA Rules, EP-system, AutoCAD.</li></ul>                                        |

### 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](http://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 **24 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 correspondingly to qualification and experience. Pay scale will be as per assigned grade.

**PRINCIPAL**



# Sadiq Public School

## Integrated School ERP / Financial Management System

Sadiq Public School, Bahawalpur invites sealed Technical & Financial Proposals with quoted rates from reputed, experienced and financially sound ERP Software Companies / IT Firms / System Integrators for the supply, implementation, customization, integration, training and post-implementation support of an Integrated School ERP / Financial Management System.

### Project Details

| S# | Project Name                                                                                                                                                                             | Estimate | Earnest Money | Comp. Period |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|---------------|--------------|
| 1  | Provision, Implementation, Customization, Integration, Data Migration, Deployment, Staff Training and Post-Implementation Support of Integrated School ERP / Financial Management System | 4.0 M    | 80,000        | 04 Months    |

### Proposed ERP Scope

The proposed ERP should provide an integrated platform covering:

- Student Management | Finance & Accounts | Procurement | HR & Payroll | Inventory & Fixed Assets | Projects | Audit & Internal Controls | Management Reporting
- The system should support fee billing/collection and arrears, budgeting, General Ledger, procurement workflows, quotations/tenders, comparative evaluation, purchase orders, inventory, asset management, payroll, project expenditure, audit trails, role-based access and segregation of duties, with provision for online fee collection, bank and biometric/attendance integration.
- Additional features can be included as agreed upon by both parties.

### Proposal Requirements

Interested firms shall submit:

- Company profile, legal/registration details and relevant ERP experience.
- Details of similar projects, preferably in educational institutions.
- Technical proposal with implementation methodology, timeline and proposed team.
- Detailed Financial Proposal / Quoted Rates, clearly showing software/license or subscription cost, implementation, customization, integration, training, annual maintenance/support and all applicable taxes.
- Support/SLA details and client references.
- Additional requirements as agreed upon by both parties.

### Terms & Conditions

- Proposals shall be submitted in sealed envelopes clearly marked "RFP – Integrated School ERP / Financial Management System" at the office of the Principal, Sadiq Public School, Bahawalpur.
- Tenders shall be received by **24 September 2026 up to 11:00 hrs** and shall be opened on the same date at **11:30 hrs** in accordance with the prescribed procurement procedure. In case of any Gazetted/Local Holiday, the tenders will be received/opened on the next working day.
- The procurement shall be conducted through the Single Stage Procedure in accordance with the applicable PPRA Rules.
- The Procuring Agency may reject all tenders/bids at any time prior to the acceptance of a bid/tender proposal under PPRA Rules.
- Bidders shall clearly mention all one-time and recurring costs. No hidden/additional charges shall be admissible unless specifically agreed by the School.
- All institutional data shall remain the property of Sadiq Public School and shall be protected through appropriate security, confidentiality, backup and access controls.
- Detailed RFP/technical requirements and further information may be obtained from the office of the Principal, Sadiq Public School, Bahawalpur, during official working hours.
- Additional Terms & Conditions can be included as agreed upon by both parties.

**Principal**

Sadiq Public School, Bahawalpur  
E-Mail: principal@sps.edu.pk Ph: 062-2877692-4



# Sadiq Public School

## External Audit Services

Sadiq Public School invites sealed proposals from well-reputed Chartered Accountant firms, duly registered with the Institute of Chartered Accountants of Pakistan (ICAP) and holding a valid practicing license, for the provision of External Audit Services.

The selected firm shall conduct a comprehensive external audit of the School covering the financial years 2024-25 and 2025-26, in accordance with applicable laws, regulations, and professional auditing standards.

The procurement process shall be conducted through Single Stage – Single Envelope Procedure in accordance with PPRA Rules, 2014.

### Project Details

| S# | Project Name                                     | Estimated Cost | Comp. Period |
|----|--------------------------------------------------|----------------|--------------|
| 1  | External Audit Services for FY 2024-25 & 2025-26 | 1.2 M          | 1.5 Months   |

### Scope of Services

- External audit of financial statements and related records for the two (02) financial years i.e. 2024-25 and 2025-26.
- Review of internal controls, governance, and operational procedures.
- Verification of financial and administrative compliance.
- Identification of financial and operational risks.
- Submission of audit reports along with recommendations for institutional improvement.

### Eligibility Criteria

#### Interested firms must:

- Be registered with ICAP and possess a valid practicing certificate.
- Have relevant experience of conducting audits of educational institutions, public sector entities, NGOs/NPOs, or similar organizations.
- Have adequate qualified professional staff and technical capacity.
- Be registered with relevant tax authorities.
- Not have been blacklisted by any government, semi-government, autonomous, or private organization.

### Submission of Proposals

- Interested firms are required to submit sealed proposals in accordance with PPRA rules, containing company profile, relevant experience, proposed methodology, work plan, engagement team details, completion timeline, and financial quotation.
- Proposals shall be received by **24 September 2026 up to 11:00 hrs** and shall be opened on the same date at **11:30 hrs** in accordance with the prescribed procurement procedure. In case of any Gazetted/Local Holiday, the tender will be received/opened on the next working day.
- Conditional, unsigned, incomplete, overwriting, or ambiguous proposals shall not be entertained.
- The proposals shall remain valid for a period of 30 days from the date of opening of proposal.
- The competent authority reserves the right to accept or reject any or all proposals prior to acceptance in accordance with PPRA Rules, 2014.
- All information provided by the School during the assignment shall be treated as strictly confidential by the selected firm.
- For further information, interested firms may visit the office of the Principal during working hours prior to the opening date.

**Principal**

Sadiq Public School, Bahawalpur  
E-Mail: [principal@sps.edu.pk](mailto:principal@sps.edu.pk) Ph: 062-2877692-4