ZARGHOON EDUCATION FOUNDATION

CAREER OPPORTUNITIES

Zarghoon Education Foundation (ZEF) is a not-for-profit organization licensed under Section 42 of the Companies Act, 2017, Pakistan. ZEF is inviting applications for English Language & Communication Faculty (Professors, Lecturers, Teachers and Instructors) to teach English and communication, including English Language courses, Grammar, General English, Spoken English, IELTS, TOEFL and PTE, online and on campus across 8 cities of Pakistan.

Position	Qualification & Experience	No. of Positions (City Wise)
English Language & Communication Faculty (Professors, Lecturers, Teachers & Instructors)	**Qualification** • MS/MPhil or Master's in English, English Language Teaching, Applied Linguistics or a closely related discipline from an HEC-recognized institution (16 years of education, minimum Second Division or equivalent). • Preference may be given to MS/MPhil or higher qualification. **Experience** • **MS/MPhil:** minimum **5 years'** relevant teaching experience. • **Master's (16 years):** minimum **7 years'** relevant teaching experience. • Teaching at Matric (Class 9–10), Intermediate (Class 11–12) or academy level; exam-oriented / board exam preparation preferred. • Experience teaching IELTS, TOEFL, PTE and General English preferred.	

City	M	F
Islamabad	3	3
Lahore	3	3
Multan	3	3
Karachi	3	3
Quetta	3	3
Peshawar	3	3
Gilgit-Baltistan	3	3
AJK	3	3
Total	**24**	**24**

Eligibility Criteria and Terms & Conditions

1. **Age:** 25–45 years.
2. **Skills:** Strong English communication, classroom presentation and public-speaking skills.
3. **Females** are encouraged to apply.
4. **NOC:** Government, semi-government and public-sector employees must apply through proper channel and submit a no-objection certificate (NOC) where required.
5. **TA/DA:** No TA/DA will be provided for tests, interviews, trial lessons or any other stage of the selection process.
6. **Eligibility:** Applicants must satisfy all prescribed eligibility criteria.
7. **Application Deadline:** Late or incomplete applications may be rejected and may not be considered.
8. **Document Verification:** ZEF may verify qualifications, certifications and employment history; applicants must produce original documents upon request.
9. **Shortlisting:** Only shortlisted candidates will be contacted.
10. **Tests:** The general and subject tests are held by a third-party testing service. Date, venue and roll number will be shared in the portal; bring your original CNIC.
11. **Trial Lesson:** Applicants may be required to deliver a trial lecture, lesson plan or teaching demonstration. Trial lessons and classes are recorded for quality and records.
12. **False Information:** The submission of false information or forged documents may result in disqualification or termination.
13. **Appointment:** Selected candidates will be issued an appointment letter as per ZEF policies, subject to verification and approval.
14. **Probation:** Selected candidates must complete the probationary period specified in the appointment letter.
15. **Salary and Benefits:** Pure contract and activity-based; market-competitive, aligned with qualifications, experience and performance-based KPIs.
16. **Work Mode:** Positions may involve online, on-campus or hybrid teaching.
17. **Posting:** Selected candidates may be posted to any ZEF-approved location within their province or region; a preferred location is not guaranteed.
18. **Conduct & Safeguarding:** Selected faculty must comply with ZEF's safeguarding, child-protection, anti-harassment and professional-conduct policies.
19. **Recruitment Fee:** No recruitment fee is required. ZEF never asks for money to apply or for a job.
20. **Vacancies:** ZEF may increase or decrease the number of positions, extend or close the application period, or may not fill a vacancy.
21. **Merit:** Selection will be strictly on merit. Any canvassing or attempt to influence the process will lead to disqualification.
22. **Official Communication:** Applicants must provide valid contact information and monitor the ZEF portal for updates.
23. **Final Decision:** The competent authority will make all selection decisions in accordance with applicable policies and law.
24. **Multiple Roles:** Candidates may apply for more than one subject, but only once per job.

How to Apply

zef.org.pk

Online applications only. Hard copies & physical applications will not be accepted.

Working Hours: Monday to Friday, 10:00 AM – 4:00 PM
Break: 1:00 PM – 2:00 PM

- Open the website **zef.org.pk**, go to **Careers**, select **English**, select the relevant job, fill the form and apply.
- **Keep ready:** original scanned copies of CNIC (front & back), photo, degrees/transcripts, experience letters and professional certificates (PDF/JPG/PNG/WebP, max 5 MB each).
- **Applications open until positions are filled.**

For any queries, contact: ☎ 0307 3015416 | ✉ info@zef.org.pk

Connect with Us

Facebook: /zarghooneducationfoundation **Instagram:** /zarghooneducationfoundation **YouTube:** /@ZarghoonEducationFoundation
LinkedIn: /company/zarghoon-education-foundation **Website:** zef.org.pk