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 Divisional-Level University & Graduate Career Counsellors to provide career guidance to university students and graduates.

Position	Qualification, Experience & Skills	No. of Positions (Division Wise)
University & Graduate Career Counsellor	• **Qualification:** Master's in English, Economics, Commerce, Career Counselling, Psychology, Education, MBA (HR, Marketing) or a relevant discipline. Bachelor's may be considered with substantial experience in career services, recruitment or graduate development. • **Experience & Skills:** Preferably **4–5 years'** experience in career counselling, university career services, recruitment, HR or graduate employability programs; graduate recruitment and career planning; CV-writing and interview coaching; job portals, LinkedIn and labour-market trends; one-to-one counselling and group workshops.	

Division	Posts	Division	Posts
Islamabad	1	Karachi	1
North Punjab	1	Central Punjab	1
South Punjab	1	North KP	1
Central KP	1	South KP	1
Upper Sindh	1	Lower Sindh	1
North Balochistan	1	Central Balochistan	1
Makran	1	Gilgit-Baltistan	1
AJK	1	**Total**	**15**

Eligibility Criteria and Terms & Conditions

1. **Age:** Preferably 25–45 years.
2. **Skills:** Strong English communication, presentation and public-speaking skills.
3. **Females** are encouraged to apply.
4. **NOC:** Government employees must submit a no-objection certificate (NOC) where required.
5. **TA/DA:** No TA/DA will be provided for tests, interviews, 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:** Applicants must produce the required original documents upon request.
9. **Shortlisting:** Only shortlisted candidates will be contacted.
10. **False Information:** The submission of false information or forged documents may result in disqualification or termination.
11. **Appointment:** Any appointment is subject to verification, approval, and compliance with all applicable requirements.
12. **Probation:** Selected candidates must complete the probationary period specified in the appointment letter.
13. **Salary and Benefits:** Pure contract and activity-based; market-competitive; salary and benefits will be provided in accordance with the approved package and applicable organizational policies.
14. **Recruitment Rights:** The organization reserves the right to cancel, postpone, or modify the recruitment process.
15. **Equal Opportunity:** Recruitment will be conducted in compliance with applicable equal-opportunity and nondiscrimination requirements.
16. **Recruitment Fee:** No recruitment fee is required.
17. **Official Communication:** Applicants must provide valid contact information and monitor official communication channels.
18. **Final Decision:** The competent authority will make all selection decisions in accordance with applicable policies and law.
19. **Posting:** Selected candidates may be posted to any ZEF-approved location within their province or region; a preferred location is not guaranteed.
20. **Vacancies:** ZEF may increase or decrease the number of vacancies, or may not hire any candidate.
21. **Merit:** Selection will be strictly on merit. Any canvassing or attempt to influence the process will lead to disqualification.
22. **Multiple Roles:** Candidates may apply for more than one role, but only once per role.

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 **Career Counselling**, select the relevant job, fill the form and apply.
- **Keep ready:** original scanned copies of CNIC (front & back), photo, degrees/transcripts and experience letters (PDF/JPG/PNG/WebP, max 5 MB each).
- **Applications open until positions are filled.**
- Full district list of each division is available at zef.org.pk

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

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LinkedIn: /company/zarghoon-education-foundation **Website:** zef.org.pk