



The Salvation Army Pakistan Territory Job Posting

Job Title:	Computer Teacher
Department:	Social Department
School/Institution:	Shanti Nagar School
Reports to:	Principal Shanti Nagar School
Work Locations:	Shanti Nagar School Khanewal.
Qualification:	Bachelor's degree in Computer Science, Information Technology, Computer Studies, or a related field.
Experience:	3 years' experience (Minimum)
Employment Type:	Contractual Part-Time
Work days:	Monday to Friday
Number of Positions:	1 (Female Teacher required)

Application Closing Date: 10th September 2026

Position Overview: The Computer Teacher will be responsible for teaching computer studies and basic information technology skills to students according to the school curriculum. The teacher will prepare and deliver engaging lessons, assess students' learning, maintain a positive classroom environment, and encourage students to develop practical computer skills.

Duties and Responsibilities:	Qualifications/Experience/Skills/Competencies:
- Plan and deliver computer lessons according to the approved school curriculum. - Teach basic computer concepts, computer operations, and information technology skills. - Teach students practical skills in Microsoft Word, Excel, PowerPoint, internet use, and email as appropriate to their grade level. - Prepare lesson plans, teaching materials, assignments, and practical exercises. - Conduct practical activities to help students develop hands-on computer skills. - Assess students through classwork, assignments, tests, and examinations. - Maintain accurate records of students' attendance, academic performance, and assessments. - Provide additional support to students who require help with computer-related subjects. - Maintain discipline and create a safe, respectful, and inclusive learning environment. - Ensure the proper and responsible use of school computers and other IT equipment. - Report any technical problems, damaged equipment, or maintenance requirements to the school administration. - Keep the computer laboratory clean, organised, and ready for lessons. - Work collaboratively with other teachers and school management. - Participate in school activities, meetings, training, and other assigned responsibilities. - The post holder is required to adhere strictly to The Salvation Army's Safeguarding Policies, including the Protection from Sexual Exploitation, Abuse and Harassment (PSEAH) Policy. - Fulfil any other responsibilities as assigned by the Line Manager.	- Bachelor's degree in Computer Science, Information Technology, Computer Studies, or a related field from a recognized institution - Minimum 3 years experience preferred Skills and Competencies - Good knowledge of Microsoft Office applications. - Good practical knowledge of computers, internet, and basic IT skills. - Basic knowledge of programming/coding will be an advantage. - Good communication and classroom management skills. - Ability to explain technical concepts in a simple and understandable manner. - Ability to work effectively with children and young people. - Effective communication in Urdu and English - Ability to work independently and as part of a multidisciplinary team - Good documentation and reporting skills - Compassionate and ethical professional conduct Personal Attributes - Patient, responsible, and approachable. - Good communication and interpersonal skills. - Creative and enthusiastic about teaching. - Punctual, organised, and reliable. - Committed to students' learning and development. - Professional conduct and positive attitude. - Commitment to child safeguarding and student wellbeing.

Please send your resume, a handwritten cover letter specifying the city you are applying for, and attested copies of academic credentials, along with your contact details, by mail to the "Personnel Department" cover to:

HR Manager
The Salvation Army Territorial Headquarters
35 Share-e-Fatima Jinnah Lahore.

Disclaimer:

The Salvation Army Pakistan believes in **equal employment opportunity**.

Note: Only Shortlisted candidates will be contacted for an interview; No TA/DA will be paid for the interview.