

Job Title:	HAINA Instructor	Department	Huawei Authorized Information and Network Academy (HAINA), GIK Institute
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Qualifications and Skills:

- Four years BS degree in Computer Science, Computer Engineering, Electrical Engineering, Telecommunications Engineering, IT, or relevant discipline from an HEC recognized university with CGPA 2.7 or above. MS degree will be preferred.
- Two years' teaching experience in Information and Communications Technologies (ICT).
- Candidates holding Huawei (or similar) certifications, such as HCNA, HCNP, will be preferred.

Core Responsibilities:

- Induct students by inviting and shortlisting applications to complete a batch for training, collect fee challans, and offer an orientation session.
- Plan, organize, manage, communicate and evaluate all training operations.
- Taking care of the HAINA Classroom and Lab.
- Conduct/facilitate trainings as per the requirements of GIK Institute and Huawei.
- If necessary, conduct trainings on weekends or after 5:00 pm during weekdays.
- Keep record of all enrolled, trained and certified students and maintain GIK-HAINA's portal at Huawei's website.
- Motivate and help students to obtain certifications.
- Motivate and help students to participate in Huawei ICT skills competitions.
- Ensure excellent student support service.
- Conduct at least one training per semester, including the summer semester.
- Train other trainers.
- Actively organize and participate in marketing events before trainings.
- Trainings should also be offered to students from other universities and graduates.
- Be the GIK's point of contact responsible for communication with, and attending meetings/seminars at, Huawei and HEC.
- Any other responsibility assigned by HAINA.

Contract Terms:

- The abovementioned workload of a HAINA Instructor will be in addition to the workload assigned to him/her by the faculty/department where the Instructor has been posted as a full-time employee.
- An Instructor must serve HAINA for at least one year from the date of selection and/or must complete at least three training sessions, failing which he/she will be liable to pay the costs that the GIK Institute may have borne for his/her training and certification.
- An Instructor must give a prior notice of three months to Director (HAINA) before leaving HAINA or GIK Institute.

Remunerations:

- Rs. 7000/- per trainee for Lecturers, and Rs. 6000/- per trainee for Lab Engineers and Teaching Assistants, after successful completion of a training batch.