



Karachi Metropolitan University

Karachi Metropolitan University

A Public Sector University Recognized by HEC

POSITIONS VACANT

Karachi Metropolitan University (KMU), a public-sector university established under Sindh Assembly Act No. LIV of 2023 is situated in **Block M, North Nazimabad, at the heart of Karachi's** Central District. KMU is a modern, entrepreneurial and technology-driven institution committed to excellence in education, fostering innovation and contributing to the socio-economic and cultural development of the city and beyond.

Guided by the vision of **Ilm-e-Nafeh**, KMU prepares graduates to address business and societal challenges with creativity, ethics and purpose. The University offers a wide range of demand-driven programs at undergraduate, graduate, and postgraduate levels, designed to meet international standards.

Karachi Metropolitan University invites applications for the following positions:

Positions	Scope of Work	Eligibility Criteria
Director Information Technology / CIO BPS-20 Regular / Contractual Age not more 50 years	The Director IT / CIO will provide strategic leadership and overall management of the University's ICT systems and services, serving as the principal architect of its digital transformation strategy. In this newly established institution, the incumbent will be responsible for designing and implementing the entire ICT infrastructure—including data centers, networks, servers, and digital platforms—while formulating a comprehensive ICT strategy aligned with the University's vision and goals. The role encompasses ensuring secure and uninterrupted services, overseeing UMIS, LMS, ERP, and other enterprise systems, implementing cyber-security and governance frameworks, ensuring regulatory compliance, and supporting academic and administrative functions through technology integration. Additionally, the Director will build and lead a high-performing ICT team and foster a culture of innovation, accountability, and service excellence across the University	Qualifications: PhD (preferred) /Master's degree (18 years) in Computer Science, IT, Software Engineering, MIS, or a related field from an HEC-recognized institution. Experience: Minimum 10 years of relevant ICT management experience, including at least 5 years relevant experience in a leadership or strategic role, ideally in a HEIs, public /private sector, or large organization. Demonstrated expertise in leading major ICT transformation initiatives, ERP implementations, or enterprise-level infrastructure projects is essential.
Director QEC (Quality Enhancement Cell) BPS-20 Regular / Contractual Age not more 50 years	The Director QEC will lead the establishment and operationalization of the University's Quality Enhancement Cell in line with HEC's policies and frameworks, serving as the focal person for academic quality assurance. The incumbent will design and implement quality assurance mechanisms across teaching, learning, research, and administration to foster a culture of continuous improvement, accreditation readiness, and institutional effectiveness. Key responsibilities include setting up the QEC, formulating QA policies and strategic plans, ensuring compliance with HEC's Quality Assurance Framework, overseeing self-assessments, program reviews, and institutional evaluations, and supporting curriculum and faculty evaluation processes. The Director will establish data systems for monitoring and reporting, build a quality culture through faculty and staff development initiatives, and liaise with HEC, accreditation bodies, and peer institutions to uphold standards and promote excellence.	Qualifications: PhD (preferred) / MPhil/MS/Master's or equivalent (18 years education) from HEC recognized university. Experience: Minimum 10 years post qualification experience, including at least 5 years of proven experience at senior managerial , policy, quality management ,quality assurance in higher education institution regulatory bodies, or accreditation councils.
Director ORIC (Office of Research, Innovation & Commercialization) BPS-20 Regular/ Contractual Age not more 50 years	The Director ORIC will be responsible for establishing, leading, and managing the University's Office of Research, Innovation and Commercialization in line with HEC policies and frameworks. The incumbent will provide strategic leadership to build a vibrant research culture, promote innovation and entrepreneurship, and strengthen linkages with industry, government, and society. Key responsibilities include setting up ORIC, formulating research and commercialization policies, developing institutional research strategies, and supporting faculty in securing national and international funding. The Director will oversee proposal development, grant facilitation, research ethics compliance, and the establishment of research centers and collaborative projects. Additionally, the role involves promoting technology transfer, patents, and commercialization opportunities; monitoring research performance and reporting to HEC; building research and grant-writing capacities among faculty and students; and fostering a culture of innovation, ethical research practices, and institutional excellence.	Qualifications: PhD (preferred) / MPhil or equivalent 18 years education from HEC recognized university. Experience: Minimum 10 years post qualification experience with at least 5 years in research management, innovation, or academic leadership roles in Higher Education Institution(s) ,Proven ability to secure and manage grants and build industry partnerships. Strong grasp of research funding frameworks, commercialization and Intellectual property laws.
Director Planning & Development BPS-20 Regular/ Contractual Age not more 55 years	The Director Planning & Development will play a central role in the strategic planning, infrastructure development, and resource mobilization of the University. As a newly established public sector institution, the University requires dynamic leadership to design and implement its Master Plan, formulate development strategies, prepare PC-I and related project documents, and ensure alignment with HEC guidelines, government frameworks, and institutional priorities. The incumbent will oversee the preparation and execution of development projects, liaise with provincial and federal bodies for approvals and funding, and ensure timely delivery within approved timelines and budgets. The role also includes preparing development budgets, monitoring fund utilization, exploring alternative funding sources, and ensuring strict compliance with PPRA rules and financial regulations. Additionally, the Director will establish monitoring and evaluation systems, conduct periodic project reviews, and provide regular progress reports to HEC, government and University authorities to ensure transparency, accountability and efficient project delivery	Qualifications: PhD or Master's degree (18 years of education) in Planning, Management Sciences, Economics, Public Administration, or a related field from an HEC-recognized university Experience: Minimum 10 years' experience post qualification, with 5 years in planning, development, and project management in public or private sector HEI. Proven expertise in preparing PC-I/II documents, managing projects and coordinating with government and funding agencies.
Director Works and Services Job BPS-20 Regular/ Contractual Age not more 55 years	The Director Works & Services will lead the planning, design, execution, and maintenance of all civil, electrical, and mechanical infrastructure of the University. As part of a newly established institution, the role entails spearheading campus development in line with the approved Master Plan, PC-I documents, HEC standards, and government regulations. Key responsibilities include overseeing construction projects, ensuring quality and compliance, developing and implementing maintenance systems for campus facilities, managing procurement and contracts under PPRA rules, and maintaining strict financial and regulatory discipline. The Director will also monitor project progress through regular supervision, reporting, and coordination with relevant departments to ensure efficient, transparent, and timely completion of infrastructure initiatives.	Qualifications: Preferably MS in Civil Engineering, or a Bachelor's degree in Civil Engineering, Architecture, or Facility Management from an HEC-recognized university Experience: Minimum 10 years post qualification experience including at least 5 years in managing constructions, maintenance and infrastructure projects within public/private sector university or government organization. Proven expertise in project planning, execution, contract management , and coordination with consultants , contractors and regulatory bodies.

Director Human Resources (HR) BPS-20 Regular/ Contractual Age not more 55 years	The Director Human Resources (HR) will lead the establishment and management of the University’s HR function in alignment with HEC guidelines, public sector regulations, and institutional objectives. The role involves designing and implementing HR policies, recruitment systems, performance management frameworks, and staff development initiatives to build a transparent, merit-based, and efficient organization. Key responsibilities include overseeing recruitment and service matters, developing HR manuals, ensuring compliance with legal and regulatory requirements, managing employee relations, and introducing digital HR systems for efficient operations. The Director will also advise University leadership on strategic human capital matters and foster a culture of accountability, professional growth, and organizational excellence.	Qualifications: Preferably PhD in Business Administration, Management Sciences, or HR, or an MBA, MS, or MPhil in HRM/Management Sciences (18 years of education) from HEC recognized University. Experience: Minimum 10 years post qualification experience, with at least 5 years in HR management, policy formulation, and organizational development. Proven expertise in recruitment , performance management, employee relations , labour laws and HR compliance with government and HEC.
Other Positions Regular/ Contractual	Grade 19: Chief Accountant/ Manager Finance & Accounts Grade 18: CS to VC, Deputy Registrar, Deputy Director Administration, Bursar, Deputy Director Accounts, Deputy Controller of Examinations, Manager QEC, Manager Procurement, Deputy Director QEC, Data Base Administrator, Manager Business Incubation Centre, Manager P & D, Manager Admission, Manager Sports, Manager Student Engagement, Manager HR, Manager Corporate Communication and Social Media, Designer & Developer, Manager IT, Network Administrator, Manager Software Development, Resident Auditor, Librarian. Grade 17: Assistant Registrar, Bio Medical Engineer, Data Analyst, Assistant Librarian, Assistant Manager HR, Photographer/Videographer, Animator, Assistant Controller of Examinations, Assistant Manager Internal Audit. Note: Eligibility criteria for all other positions are available at www.thekmu.edu.pk .	

Important Instructions:

1. Mention the name of the post and specialty on the top-right corner of the envelope.
2. Applications must include an updated CV, recent photograph, attested educational and experience documents, domicile, CNIC, and two reference letters.
3. Government/public sector employees must apply through proper channel with **No Objection Certificate (NOC)**.
4. **Incomplete** or improperly submitted applications **will not be considered**.
5. A pre-screening test may be conducted if applications exceed expectations.
6. KMU reserves the right to cancel any or all applications without assigning any reason.
7. Only shortlisted candidates will be called for interviews.
8. Age relaxation is subject to the approval of the Scrutiny Committee/Selection Board.
9. No TA/DA will be provided for test/interview.
10. All documents and experience claims will be verified; submission of false or misleading information will result in disqualification or termination.
11. The University reserves the right to implement any future amendment to the recruitment and service rules, as and when notified.

Send Applications To:

Interested candidates must submit their complete application, along with all required documents as specified above, no later than 31 October 2025. Each application must be accompanied by a pay order of Rs. 3,000 (non-refundable) in favour of “**Karachi Metropolitan University**”. Applications should be submitted to the following address:

Human Resource Department
Karachi Metropolitan University
Block M, North Nazimabad, Karachi
Email: **career@thekmu.edu.pk**
Phone: 021-36670001 | UAN: 111-111-568

Position	Job Scope	Eligibility Criteria
Chief Accountant / Manager Finance & Accounts (BPS-19) Regular / Contractual	❖ Assist the Director Finance in Managing complete accounting and financial systems of the university. ❖ Prepare annual budgets, financial statements, and reports. ❖ Ensure compliance with financial rules, audit requirements, and taxation laws. ❖ Manage payroll, payments, and bank operations. ❖ Supervise internal controls, audits, and financial risk management. ❖ Oversee grant/donor fund utilization and reporting. ❖ Advise management and statutory bodies on financial planning and performance. ❖ Lead and train finance staff, ensuring timely and accurate work.	Qualifications: Master's degree in Commerce, Finance, Accounting, or Business Administration (Finance) from HEC-recognized institution or a professional Qualifications such as CA, ACMA, or ACCA or equivalent Experience: Minimum 12 years of relevant experience in finance, accounts, audit, or budgeting, including at least 5 years in a managerial or supervisory role. Must have sound knowledge of public sector financial rules, budgeting, and audit procedures, with proficiency in ERP systems and MS Office. Competencies Required ❖ Strong accounting, budgeting, and analytical skills. ❖ Sound knowledge of public sector accounting, auditing, and procurement rules. ❖ Proficiency in ERP/accounting software and MS Excel. ❖ Leadership, communication, and report-writing abilities. ❖ Integrity, accuracy, confidentiality, and decision-making capability. ❖ Ability to manage deadlines and multiple financial tasks efficiently.
Chief Secretary to Vice Chancellor (BPS-18) Regular / Contractual	❖ Manage the Vice Chancellor's office, schedule, correspondence, and official communications. ❖ Draft letters, reports, and meeting minutes; ensure timely follow-up on decisions. ❖ Coordinate with university departments, government bodies, and external agencies. ❖ Handle confidential information and maintain high professional standards. ❖ Supervise staff in the VC's office and ensure smooth administrative operations.	Qualifications: Master's degree in Business Administration, Public Administration, English, or a related discipline from HEC-recognized institution. Experience: At least 5 years of administrative experience, including 3 years in an executive or secretarial role in a university or government organization. Strong drafting, communication, and coordination skills with proficiency in MS Office. Competencies Required: ❖ Strong administrative, communication, and drafting skills. ❖ Excellent command of English and Urdu (written & spoken). ❖ Proficient in MS Office and digital documentation. ❖ High level of integrity, confidentiality, and organizational discipline. ❖ Ability to prioritize tasks, meet deadlines, and work under pressure. ❖ Professional demeanor with diplomacy, discretion, and responsibility.
Deputy Registrar (BPS-18) Regular / Contractual	❖ Assist the Registrar in managing academic and administrative functions. ❖ Coordinate meetings of Syndicate, Senate, Academic Council, and other bodies. ❖ Supervise establishment matters, service records, and notifications. ❖ Liaise with HEC, government departments, and other institutions.	Qualifications: Master's degree in Administrative Sciences, Management, Public Administration, or a related discipline from HEC-recognized institution. Experience: At least 5 years of administrative experience, including 3 years in a responsible or supervisory position in a university, government, or autonomous organization. Proficiency in office management, communication, and computer applications (MS Office) is required.

	❖ Ensure implementation of policies, record keeping, and compliance with rules.	Competencies Required ❖ Strong administrative and communication skills (English & Urdu). ❖ Knowledge of HEC and university statutes. ❖ Proficiency in MS Office and record management systems. ❖ Leadership, teamwork, and problem-solving abilities. ❖ Integrity, confidentiality, and time management.
Deputy Director Administration (BPS-18) Regular / Contractual	❖ Assist the Director Administration in managing day-to-day administrative operations of the university. ❖ Oversee campus services, maintenance, transport, security, and facility management. ❖ Supervise administrative and support staff, ensuring efficiency and discipline. ❖ Ensure implementation of administrative policies, regulations, and directives. ❖ Coordinate with government departments, vendors, and internal offices. ❖ Prepare administrative reports, correspondence, and ensure compliance with rules.	Qualifications: Master's degree in Public Administration, Business Administration, Management, or a related discipline from HEC-recognized institution. Experience: At least 5 years of administrative experience, including 3 years in a supervisory or managerial role in a university, government, or autonomous organization. Strong leadership, communication, and organizational skills with proficiency in MS Office. Competencies Required ❖ Strong leadership, communication, and decision-making skills. ❖ Excellent organizational and problem-solving abilities. ❖ Sound knowledge of public sector administrative procedures. ❖ Proficiency in MS Office and administrative software tools. ❖ High level of integrity, discipline, and accountability. ❖ Ability to manage multiple tasks and work under pressure.
Bursar (BPS-18) Regular / Contractual	❖ Assist Director Finance and Chief Accountant in managing the university's financial operations, including accounting, budgeting, and reporting. ❖ Prepare and control annual budgets, monitor expenditures, and ensure compliance with financial policies. ❖ Supervise accounts, payroll, and audit functions. ❖ Maintain liaison with auditors, banks, HEC, and government departments. ❖ Ensure financial transparency, accountability, and internal controls. ❖ Provide financial advice to the Vice Chancellor and statutory bodies.	Qualifications: Master's degree in Commerce, Finance, Accounting, or Business Administration (Finance) from HEC-recognized institution or a professional Qualifications such as CA, ACMA, or ACCA or equivalent. Experience: At least 5 years of relevant experience in accounts, finance, audit, or budgeting, including 3 years in a supervisory or responsible position in a university, government, or autonomous body. Proficiency in ERP/financial management systems and MS Office is required. Competencies Required ❖ Strong knowledge of public sector accounting standards and audit practices. ❖ Proficiency in financial software / ERP systems and MS Excel. ❖ Excellent analytical, communication, and leadership skills. ❖ High level of integrity, accuracy, and confidentiality. ❖ Ability to plan, organize and manage multiple financial tasks effectively.
Deputy Director Accounts (BPS-18)	❖ Assist the Director Finance / Chief Accountant in managing all	Qualifications: Master's degree in Commerce, Finance, Accounting,

Regular / Contractual	accounting and financial operations. ❖ Supervise budgeting, payments, payroll, and bank reconciliations. ❖ Prepare financial statements, reports, and audit documents. ❖ Ensure compliance with accounting standards, audit observations, and internal controls. ❖ Monitor revenue, grants, and expenditures, ensuring transparency and accuracy. ❖ Guide and supervise accounting staff in routine financial tasks.	or Business Administration (Finance) from HEC-recognized institution or a professional Qualifications such as CA, ACMA, or ACCA or equivalent. Experience: At least 5 years of relevant experience in accounts, finance, audit, or budgeting, including 3 years in a supervisory or responsible position in a university, government, or autonomous organization. Proficiency in ERP/financial systems and MS Office is required. Competencies Required ❖ Strong knowledge of accounting principles, budgeting, and auditing. ❖ Proficiency in ERP/accounting software and MS Office (especially Excel). ❖ Analytical thinking and attention to detail. ❖ Effective leadership, communication, and report-writing skills. ❖ High integrity, confidentiality, and sense of financial accountability. ❖ Ability to meet deadlines and manage multiple financial activities efficiently.
Deputy Controller of Examinations (BPS-18) Regular / Contractual	❖ Assist the Controller of Examinations in managing all examination-related activities. ❖ Supervise exam scheduling, question paper handling, result preparation, and transcript issuance. ❖ Ensure confidentiality, accuracy, and transparency in examination processes. ❖ Coordinate with academic departments, invigilators, and paper setters. ❖ Implement automation and digital record systems for examination management. ❖ Prepare reports and assist in policy formulation and improvement of exam procedures.	Qualifications: Master's degree in Computer Science, Statistics, Administrative Sciences, or a related discipline from HEC-recognized institution. Experience: At least 5 years of administrative or examination-related experience, including 3 years in a supervisory or responsible position in a university, government, or autonomous organization. Proficiency in examination management systems and MS Office is required. Competencies Required: ❖ Strong administrative and organizational skills. ❖ Proficiency in examination management systems / ERP and MS Office. ❖ Excellent communication, coordination, and report-writing skills. ❖ Ability to handle confidential data with integrity and discretion. ❖ Analytical and problem-solving abilities. ❖ Leadership, teamwork, and ability to work under pressure during exam periods.
Manager Quality Enhancement Cell (QEC) (BPS-18) Regular / Contractual	❖ Assist the Director QEC in implementing quality assurance and enhancement mechanisms across the university. ❖ Coordinate Self-Assessment Reports (SARs) from academic departments and ensure compliance with HEC quality standards. ❖ Conduct data collection, surveys, and analysis related to academic and administrative performance. ❖ Facilitate accreditation visits, audits, and program reviews.	Qualifications: Master's degree in Management Sciences, Education, Quality Management, or a related discipline from HEC-recognized institution. Experience: At least 5 years of relevant experience in quality assurance, academic evaluation, or higher education management, including 3 years in a responsible or supervisory role. Strong analytical, report-writing, and communication skills with proficiency in MS Office. Competencies Required:

	❖ Prepare quality reports, documentation, and improvement plans for submission to HEC. ❖ Promote a quality culture through training, workshops, and awareness sessions.	❖ Sound understanding of HEC quality assurance policies and QA frameworks. ❖ Excellent communication, report writing, and analytical skills. ❖ Proficiency in data analysis tools, MS Office, and QA software. ❖ Strong organizational, coordination, and documentation abilities. ❖ Integrity, attention to detail, and commitment to continuous improvement. ❖ Ability to work independently and manage multiple assignments effectively.
Manager Procurement (BPS-18) Regular / Contractual	❖ Manage and oversee all procurement activities of the university in compliance with SPPRA rules and institutional policies. ❖ Prepare tenders, bidding documents, evaluations, and purchase orders. ❖ Ensure transparent, competitive, and cost-effective purchasing of goods, works, and services. ❖ Maintain and update vendor databases, contract records, and procurement documentation. ❖ Coordinate with departments, finance, and audit sections for smooth procurement operations. ❖ Monitor inventory levels, supplier performance, and contract execution. ❖ Prepare periodic procurement reports and assist in audit compliance.	Qualifications: Master's degree in Business Administration, Supply Chain Management, Commerce, or a related discipline from HEC-recognized institution. Experience: At least 5 years of relevant experience in procurement, supply chain, or materials management, including 3 years in a supervisory or managerial role in a university, government, or autonomous organization. Thorough knowledge of PPRA rules and proficiency in MS Office are essential. Competencies Required: ❖ In-depth knowledge of public procurement laws, rules, and procedures. ❖ Strong analytical, negotiation, and contract management skills. ❖ Proficiency in MS Office, ERP/procurement software, and documentation. ❖ Excellent communication, coordination, and report-writing abilities. ❖ High standards of integrity, transparency, and accountability. ❖ Ability to plan, prioritize, and manage multiple procurement activities efficiently.
Manager ORIC (Office of Research, Innovation & Commercialization) (BPS-18) Regular / Contractual	❖ Support the Director ORIC in promoting and managing research, innovation, and commercialization activities. ❖ Facilitate faculty research projects, external funding opportunities, and industry collaborations. ❖ Coordinate the preparation and submission of research proposals, MoUs, and progress reports. ❖ Manage research databases, maintain records of funded projects, and monitor research outcomes. ❖ Organize workshops, seminars, and capacity-building sessions on research and innovation. ❖ Support the establishment of technology transfer offices, incubation centers, and	Qualifications: Master's degree in Management Sciences, Business Administration, Economics, or a related discipline from HEC-recognized institution. Experience: At least 5 years of relevant experience in research management, project coordination, or academic administration, including 3 years in a supervisory or responsible position. Strong communication, proposal writing, and coordination skills with proficiency in MS Office. Competencies Required: ❖ Strong understanding of HEC research policies, funding mechanisms, and innovation frameworks. ❖ Excellent communication, proposal writing, and report drafting skills. ❖ Proficiency in MS Office, data management tools,

	partnerships. ❖ Ensure compliance with HEC's ORIC policies and reporting requirements	and research documentation systems. ❖ Strong networking, coordination, and project management abilities. ❖ Analytical thinking, creativity, and a results-oriented approach. ❖ High degree of integrity, confidentiality, and teamwork.
Database Administrator (BPS-18) Regular / Contractual	❖ Install, configure, and maintain database management systems (DBMS). ❖ Ensure data integrity, security, and availability of institutional databases. ❖ Design and implement backup, recovery, and disaster recovery plans. ❖ Monitor database performance, optimize queries, and ensure efficient data access. ❖ Collaborate with IT, Examination, HR, and Finance departments for database-related needs. ❖ Implement data access policies, permissions, and security protocols. ❖ Support integration of applications and ERP systems with university databases.	Qualifications: Master's degree in Computer Science, Information Technology, Software Engineering, or a related discipline from HEC-recognized institution. Experience: At least 5 years of relevant experience in database administration, management, and security, including 3 years in a responsible or supervisory role. Proficiency in SQL/Oracle/MySQL, database performance tuning, and server management is required. Competencies Required: ❖ Proficiency in SQL, PL/SQL, and database scripting. ❖ Strong knowledge of database architecture, performance tuning, and security management. ❖ Familiarity with Linux/Windows server environments. ❖ Excellent problem-solving, analytical, and troubleshooting skills. ❖ Ability to manage multiple databases and projects efficiently. ❖ Attention to detail, confidentiality, and teamwork mindset.
Manager Business Incubation Center (BPS-18) Regular / Contractual	❖ Manage and supervise day-to-day operations of the Business Incubation Center. ❖ Support student and faculty startups through mentorship, networking, and resource facilitation. ❖ Develop and implement business incubation policies, programs, and funding proposals. ❖ Liaise with HEC, industry partners, investors, and government agencies for collaborations. ❖ Organize entrepreneurship workshops, startup competitions, and training sessions. ❖ Monitor and evaluate startup progress, prepare reports, and maintain documentation. ❖ Promote innovation and commercialization culture within the university	Qualifications: Master's degree in Business Administration, Entrepreneurship, Management Sciences, Economics, or a related discipline from HEC-recognized institution. Experience: At least 5 years of relevant experience in business development, incubation, entrepreneurship support, or project management, including 3 years in a supervisory or responsible role. Strong networking, communication, and organizational skills with proficiency in MS Office. Competencies Required: ❖ Strong understanding of startup ecosystems, entrepreneurship, and innovation management. ❖ Excellent communication, networking, and partnership-building skills. ❖ Proficiency in project management, proposal writing, and report preparation. ❖ Entrepreneurial mindset with leadership and problem-solving abilities. ❖ Ability to guide startups, manage multiple

		initiatives, and meet targets. ❖ Familiarity with HEC, SECP, and donor-funded project requirements.
Manager Planning & Development (P&D) (BPS-18) Regular / Contractual	❖ Assist the Director P&D in the planning, execution, and monitoring of development projects. ❖ Prepare and evaluate project proposals (PC-I to PC-V) in line with HEC and government guidelines. ❖ Liaise with HEC, government departments, and donors for funding and progress reporting. ❖ Monitor ongoing projects, track budgets, and ensure timely completion. ❖ Conduct data analysis, feasibility assessments, and performance evaluations. ❖ Prepare progress reports, presentations, and documentation for statutory bodies. ❖ Support strategic and master planning for university growth and infrastructure.	Qualifications: Master's degree in Economics, Project Management, Business Administration, Public Administration, or a related discipline from HEC-recognized institution. Experience: At least 5 years of relevant experience in planning, development, or project management, including 3 years in a supervisory or responsible position in a university, government, or autonomous organization. Proficiency in project planning tools and MS Office is required. Competencies Required: ❖ Strong understanding of project planning, budgeting, and evaluation frameworks. ❖ Proficiency in MS Office, project management tools, and data analysis software. ❖ Excellent analytical, organizational, and report-writing skills. ❖ Knowledge of HEC, Planning Commission, and public sector development procedures. ❖ Strong communication and coordination abilities. ❖ Integrity, attention to detail, and ability to manage multiple projects simultaneously.
Manager Admissions (BPS-18) Regular / Contractual	❖ Supervise and manage undergraduate and postgraduate admissions processes. ❖ Develop and enforce admission policies, eligibility criteria, and procedures. ❖ Coordinate admission tests, interviews, and merit list preparation. ❖ Manage online application systems, data entry, and document verification. ❖ Liaise with academic departments, IT, and examination sections to ensure smooth admission operations. ❖ Handle student queries, complaints, and communication related to admissions. ❖ Prepare admission reports, statistics, and analysis for management and HEC. ❖ Ensure transparency, accuracy, and compliance in the admission process.	Qualifications: Master's degree in Marketing, Management Sciences, Public Administration, or a related discipline from HEC-recognized institution. Experience: At least 5 years of relevant experience in admissions, academic administration, or student affairs, including 3 years in a supervisory or responsible position in a university or educational institution. Strong communication, organizational, and IT skills with proficiency in MS Office. Competencies Required: ❖ Strong knowledge of HEC admission policies and university procedures. ❖ Excellent communication, organizational, and public dealing skills. ❖ Proficiency in MS Office, data management, and ERP/admission software. ❖ Analytical thinking with attention to detail and accuracy. ❖ Integrity, confidentiality, and ability to work under pressure during admission cycles. ❖ Leadership and teamwork abilities.
Manager Sports (BPS-18) Regular / Contractual	❖ Plan, organize, and manage sports and recreational programs for students and staff. ❖ Supervise university sports teams, coaches, and sports facilities.	Qualifications: Master's degree in Physical Education, Sports Sciences, Management, or a related discipline from HEC-recognized institution. Experience:

	❖ Develop and implement sports policies, annual calendars, and training programs. ❖ Coordinate participation in HEC and national sports events. ❖ Ensure maintenance and safety of all sports infrastructure and equipment. ❖ Manage sports budget, procurements, and logistics for events. ❖ Promote student engagement, fitness culture, and talent development through sports activities. ❖ Prepare reports, performance summaries, and proposals for the administration	At least 5 years of relevant experience in sports management, administration, or event organization, including 3 years in a supervisory or responsible position in a university, government, or autonomous organization. Excellent leadership, coordination, and communication skills with proficiency in MS Office. Competencies Required: ❖ Strong leadership, coordination, and organizational skills. ❖ Knowledge of sports event management and university sports regulations. ❖ Proficiency in record keeping, scheduling, and budget management. ❖ Excellent communication and interpersonal abilities. ❖ Energetic, disciplined, and capable of motivating teams. ❖ Commitment to fair play, teamwork, and student development.
Manager Student Engagement (BPS-18) Regular / Contractual	❖ Plan and execute student engagement programs, including cultural, social, and leadership activities. ❖ Supervise and support student societies, clubs, and campus organizations. ❖ Foster a vibrant campus environment promoting student involvement and well-being. ❖ Coordinate orientation sessions, workshops, and training for student development. ❖ Collaborate with academic departments, QEC, and student affairs offices to enhance the student experience. ❖ Monitor and evaluate student engagement metrics and prepare periodic reports. ❖ Address student concerns, grievances, and welfare issues in coordination with relevant offices. ❖ Promote inclusivity, volunteerism, and community engagement initiatives.	Qualifications: Master's degree in Marketing, Psychology, Management Sciences, Public Administration, or a related discipline from HEC-recognized institution. Experience: At least 5 years of relevant experience in student affairs, counseling, or event management, including 3 years in a supervisory or responsible position in a university or educational institution. Strong communication, interpersonal, and organizational skills with proficiency in MS Office. Competencies Required: ❖ Strong communication, interpersonal, and event management skills. ❖ Ability to motivate and engage students effectively. ❖ Proficiency in MS Office and digital communication tools. ❖ Excellent organizational, coordination, and problem-solving abilities. ❖ Knowledge of student development theories and engagement strategies. ❖ Empathetic, approachable, and committed to student welfare and leadership development.
Manager Human Resources (BPS-18) Regular / Contractual	❖ Manage and oversee all HR functions, including recruitment, selection, promotions, training, and performance management. ❖ Ensure compliance with university statutes, service rules, and government policies. ❖ Develop and update HR policies, job descriptions, and organizational structures. ❖ Supervise employee records, payroll coordination, and leave management systems. ❖ Facilitate training, development,	Qualifications: Master's degree in Human Resource Management, Business Administration, Public Administration, or a related discipline from HEC-recognized institution. Experience: At least 5 years of relevant experience in human resource management, including 3 years in a supervisory or responsible position in a university, government, or autonomous organization. Strong knowledge of HR policies, labor laws, and proficiency in MS Office. Competencies Required: ❖ In-depth knowledge of HR policies, public sector service laws, and best practices.

	and capacity-building programs for staff. ❖ Handle employee relations, grievances, and disciplinary matters with confidentiality. ❖ Prepare HR reports, statistics, and analyses for management and oversight bodies. ❖ Support automation and digitalization of HR processes through ERP systems.	❖ Excellent leadership, communication, and interpersonal skills. ❖ Strong analytical, problem-solving, and decision-making abilities. ❖ Proficiency in MS Office, HRIS/ERP systems, and HR documentation. ❖ Integrity, confidentiality, and ability to manage diverse teams effectively. ❖ Strategic thinking with focus on organizational growth and employee engagement.
Manager Corporate Communication & Social Media (BPS-18) Regular / Contractual	❖ Develop and implement the university's communication and media strategy. ❖ Manage official social media platforms, ensuring consistent and professional content. ❖ Draft and disseminate press releases, newsletters, and promotional materials. ❖ Coordinate media coverage of university events, conferences, and achievements. ❖ Strengthen brand identity and public image of the university through strategic outreach. ❖ Maintain liaison with media houses, government departments, and stakeholders. ❖ Oversee content development, photography, videography, and event publicity.	Qualifications: Master's degree in Mass Communication, Media Studies, Public Relations, Journalism, or a related discipline from HEC-recognized institution. Experience: At least 5 years of relevant experience in corporate communication, media management, or public relations, including 3 years in a supervisory or responsible position. Excellent writing, presentation, and digital media management skills with proficiency in social media tools and MS Office. Competencies Required: ❖ Strong verbal and written communication skills in English and Urdu. ❖ Proficiency in social media management tools, graphic design, and content marketing. ❖ Excellent presentation, public relations, and media handling abilities. ❖ Creative thinking with understanding of digital trends and audience engagement. ❖ Strong organizational and time management skills. ❖ Ability to work under pressure and manage multiple communication campaigns simultaneously. ❖ Integrity, professionalism, and commitment to the university's mission and values.
Designer & Developer (BPS-18) Regular / Contractual	❖ Design, develop, and maintain the university website and digital platforms. ❖ Create visual content, layouts, and interfaces aligned with the university's branding. ❖ Ensure responsiveness, accessibility, and security of web applications. ❖ Collaborate with IT, media, and communication teams for online publications and campaigns. ❖ Maintain multimedia resources (photos, videos, graphics) for institutional use. ❖ Implement UI/UX best practices for improved user experience. ❖ Troubleshoot and update web systems, plugins, and databases as	Qualifications: Master's degree in Computer Science, Software Engineering, Information Technology, Media Science or Graphic Design from HEC-recognized institution. Experience: At least 5 years of relevant experience in web design, development, and multimedia production, including 3 years in a responsible or supervisory position. Proficiency in HTML, CSS, JavaScript, PHP, CMS platforms, and graphic design tools (e.g., Adobe Creative Suite) is required. Competencies Required: ❖ Proficiency in HTML, CSS, JavaScript, PHP, and CMS platforms (e.g., WordPress, Joomla).

	needed. ❖ Support the digital transformation and online visibility initiatives of the university.	❖ Strong command of graphic design software (Adobe Photoshop, Illustrator, Figma, Canva). ❖ Good understanding of UI/UX principles and SEO techniques. ❖ Excellent problem-solving, creativity, and time management skills. ❖ Ability to work independently and collaboratively in a multidisciplinary environment. ❖ Attention to detail, innovation, and commitment to high-quality digital content.
Manager IT (BPS-18) Regular / Contractual	❖ Manage and oversee all IT operations, infrastructure, and digital systems of the university. ❖ Ensure smooth functioning of networks, databases, servers, and ERP platforms. ❖ Plan and implement IT policies, security protocols, and disaster recovery systems. ❖ Supervise software and hardware installation, maintenance, and technical support. ❖ Lead the development and automation of university processes and digital platforms. ❖ Coordinate with academic and administrative departments to meet IT needs. ❖ Prepare IT budgets, procurement plans, and ensure compliance with SPPRA rules. ❖ Conduct training and capacity-building sessions for staff on digital tools.	Qualifications: Master's degree in Computer Science, Information Technology, Software Engineering, or a related discipline from HEC-recognized institution. Experience: At least 5 years of relevant experience in IT management, networking, or systems administration, including 3 years in a supervisory or responsible role in a university, government, or autonomous organization. Strong knowledge of network systems, cyber-security, ERP solutions, and proficiency in MS Office and IT tools. Competencies Required: ❖ In-depth knowledge of network management, database systems, and cyber-security. ❖ Strong leadership, analytical, and problem-solving skills. ❖ Proficiency in ERP systems, cloud technologies, and web-based applications. ❖ Excellent communication, project management, and coordination abilities. ❖ Integrity, confidentiality, and commitment to digital transformation. ❖ Ability to manage complex technical environments and deliver under pressure.
Network Administrator (BPS-18) Regular / Contractual	❖ Manage, monitor, and maintain the university's IT network infrastructure. ❖ Configure and support routers, switches, firewalls, servers, and wireless networks. ❖ Ensure network reliability, performance optimization, and security. ❖ Implement and enforce network access controls, security protocols, and backup procedures. ❖ Troubleshoot connectivity, hardware, and software issues efficiently.	Qualifications: Master's degree in Computer Science, Information Technology, or Telecommunication Engineering from HEC-recognized institution. Experience: At least 5 years of relevant experience in network administration, configuration, and security, including 3 years in a supervisory or responsible position. Proficiency in network management tools, routing, switching, firewalls, and server maintenance is required. Competencies Required: ❖ Strong technical expertise in TCP/IP, routing, switching, and network protocols. ❖ Knowledge of firewalls, VPNs, and intrusion detection systems.

	❖ Maintain network documentation, diagrams, and inventory records. ❖ Assist in IT planning, upgrades, and digital transformation initiatives. ❖ Coordinate with the Manager IT for system improvements and network expansion.	❖ Proficiency in Windows/Linux server environments and network monitoring tools. ❖ Excellent problem-solving, analytical, and multitasking abilities. ❖ Good communication and teamwork skills. ❖ Integrity, attention to detail, and ability to work under pressure during outages or upgrades.
Manager Software Development (BPS-18) Regular / Contractual	❖ Lead the software development team in designing, developing, and maintaining university systems and applications. ❖ Plan, manage, and monitor software development projects from concept to deployment. ❖ Ensure integration and maintenance of ERP, HR, Finance, and Examination modules. ❖ Analyze user requirements and develop customized software solutions for departments. ❖ Supervise coding standards, version control, and system testing. ❖ Coordinate with Manager IT and database/network teams for smooth system operations. ❖ Maintain software documentation, user manuals, and training programs. ❖ Ensure data security, scalability, and compliance with institutional policies.	Qualifications: Master's degree in Computer Science, Software Engineering, or Information Technology from HEC-recognized institution. Experience: At least 5 years of relevant experience in software development, system analysis, or project management, including 3 years in a supervisory or responsible role. Proficiency in programming languages (e.g., Java, Python, NET), databases, and software development frameworks is required. Competencies Required ❖ Proficiency in modern programming languages (e.g., Python, PHP, Java, .NET, JavaScript frameworks). ❖ Expertise in database management (MySQL, Oracle, SQL Server) and API integration. ❖ Strong understanding of software development life cycle (SDLC) and agile methodologies. ❖ Excellent leadership, project management, and analytical skills. ❖ Ability to manage multiple projects and teams effectively. ❖ Strong communication, problem-solving, and documentation abilities. ❖ Commitment to innovation, efficiency, and digital transformation.
Resident Auditor (BPS-18) Regular / Contractual	❖ Conduct pre-audit, post-audit, and concurrent audit of all financial transactions of the university. ❖ Ensure compliance with financial rules, policies, and internal control systems. ❖ Examine vouchers, payrolls, procurement records, and project expenditures. ❖ Identify irregularities, misappropriations, and lapses, and recommend corrective actions. ❖ Prepare audit reports, observations, and financial review summaries for submission to the Vice Chancellor and Syndicate. ❖ Coordinate with Director	Qualifications: Master's degree in Commerce, Finance, Accounting, or Business Administration (Finance) from HEC-recognized institution or a professional Qualifications such as CA, ACMA, ACCA or equivalent. Experience: At least 5 years of relevant experience in audit, accounts, or finance, including 3 years in a supervisory or responsible role in a university, government, or autonomous organization. Thorough knowledge of audit procedures, financial rules, and accounting standards, with proficiency in MS Office and ERP systems. Competencies Required ❖ Strong knowledge of auditing standards, internal controls, and financial reporting frameworks. ❖ Proficiency in accounting software and ERP financial modules. ❖ Excellent analytical, reporting, and documentation skills. ❖ Integrity, objectivity, and high ethical standards. ❖ Strong communication and coordination abilities.

	Finance, Accounts Officers, and external auditors. ❖ Assist in the development and implementation of internal audit frameworks. ❖ Ensure transparency, accountability, and fiscal discipline in all financial matters.	❖ Ability to work independently and confidentially while ensuring compliance.
Librarian (BPS-18) Regular / Contractual	❖ Manage and oversee all library operations, including acquisition, cataloging, circulation, and reference services. ❖ Develop and maintain digital and physical library collections. ❖ Ensure access to research databases, e-journals, and electronic resources. ❖ Supervise library staff and provide training and guidance in library systems and services. ❖ Coordinate with academic departments to support teaching, learning, and research needs. ❖ Implement and maintain modern library management software. ❖ Promote information literacy and user education programs. ❖ Prepare annual budgets, reports, and library policies for approval by university authorities.	Qualifications: Master's degree in Library & Information Science or equivalent from HEC-recognized institution. Experience: At least 5 years of relevant experience in library management, including 3 years in a supervisory or responsible position in a university, government, or autonomous organization. Proficiency in library automation systems, digital cataloguing, and MS Office is required. Competencies Required ❖ Strong knowledge of library science, cataloging standards (DDC, MARC), and metadata management. ❖ Proficiency in digital library technologies, databases, and automation systems. ❖ Excellent organizational, communication, and leadership skills. ❖ Ability to manage both physical and digital resources effectively. ❖ Commitment to academic excellence, innovation, and service quality. ❖ Ethical handling of information access and intellectual property.
Assistant Registrar (BPS-17) Regular / Contractual	❖ Assist the Registrar in managing academic, administrative, and statutory affairs of the university. ❖ Maintain and update student records, faculty data, and institutional documentation. ❖ Prepare notifications, minutes, and official correspondence. ❖ Support the conduct of meetings of statutory bodies (Syndicate, Academic Council, BOS, BOF, etc.). ❖ Coordinate with faculties, departments, and external agencies for administrative matters. ❖ Ensure compliance with university policies, rules, and regulations. ❖ Supervise clerical and administrative staff under the Registrar's Office. ❖ Contribute to policy drafting, report writing, and institutional planning.	Qualifications: Master's degree in Administrative Sciences, Management, Public Administration, or a related discipline from HEC-recognized institution. Experience: Preferably 2–3 years of relevant administrative experience in a university, government, or autonomous organization. Strong communication, drafting, and organizational skills with proficiency in MS Office. Competencies Required: ❖ Strong understanding of university governance, office procedures, and record management. ❖ Excellent communication, drafting, and organizational skills. ❖ Proficiency in MS Office, file management systems, and database handling. ❖ Ability to handle confidential information with discretion. ❖ Strong interpersonal, coordination, and problem-solving abilities. ❖ Integrity, accuracy, and commitment to administrative excellence.
Bio Medical Engineer (BPS-17) Regular / Contractual	❖ Ensure proper functioning, calibration, and preventive maintenance of all biomedical instruments and laboratory	Qualifications: Master's or Bachelor's degree in Bio-Medical Engineering from HEC-recognized institution and registered with the Pakistan Engineering Council

	equipment. ❖ Supervise installation, inspection, and testing of new equipment and systems. ❖ Maintain records of equipment performance, repairs, and service schedules. ❖ Troubleshoot technical faults and coordinate with vendors for maintenance and spare parts. ❖ Assist in the procurement process, including technical evaluations and specifications. ❖ Ensure compliance with safety standards and regulatory requirements for medical devices. ❖ Provide technical support and training to laboratory and medical staff. ❖ Support the university in equipment budgeting, planning, and up-gradation.	(PEC). Experience: Preferably 2–3 years of relevant experience in installation, maintenance, and troubleshooting of medical or laboratory equipment in a university, hospital, or research organization. Proficiency in modern diagnostic and laboratory systems and MS Office is required. Competencies Required: ❖ Strong technical knowledge of medical devices, sensors, and electronic systems. ❖ Proficiency in diagnostic tools, calibration procedures, and technical documentation. ❖ Excellent problem-solving, analytical, and troubleshooting skills. ❖ Awareness of safety protocols and international biomedical standards (ISO, IEC, etc.). ❖ Good communication and coordination abilities for vendor and departmental liaison. ❖ Commitment to equipment reliability, safety, and cost-effectiveness.
Data Analyst (BPS-17) Regular / Contractual	❖ Collect, clean, and analyze institutional, academic, and administrative data for reporting and decision-making. ❖ Develop dashboards, statistical summaries, and visual reports using BI tools. ❖ Support strategic planning, quality assurance, and accreditation processes through data insights. ❖ Maintain databases and ensure accuracy, consistency, and confidentiality of records. ❖ Generate periodic reports for management, regulatory bodies, and stakeholders. ❖ Collaborate with QEC, Registrar, Examination, and ORIC offices for data integration. ❖ Provide data-driven insights to improve institutional performance and efficiency.	Qualifications: Master's or Bachelor's (16 years of education) in Statistics, Data Science, Computer Science, Economics, or a related discipline from HEC-recognized institution. Experience: Preferably 2–3 years of relevant experience in data analysis, research, or information management in a university, government, or autonomous organization. Proficiency in data analysis tools (Excel, SPSS, Power BI, or Python) and MS Office is required. Competencies Required: ❖ Proficiency in data analysis tools and programming languages (Excel, Power BI, Python, R, SQL). ❖ Strong statistical, analytical, and visualization skills. ❖ Knowledge of database management systems (MySQL, MS Access, etc.). ❖ Attention to detail, data accuracy, and confidentiality. ❖ Strong communication and report-writing abilities. ❖ Ability to work collaboratively and meet tight deadlines.
Assistant Librarian (BPS-17) Regular / Contractual	❖ Assist the Librarian in managing day-to-day library operations. ❖ Handle cataloguing, classification, indexing, and shelving of books and digital materials. ❖ Maintain library records, circulation registers, and user databases. ❖ Support faculty, students, and	Qualifications: Master's degree in Library & Information Science or equivalent from HEC-recognized institution. Experience: Preferably 2–3 years of relevant experience in a library of a university, college, or research organization. Proficiency in library management software, digital cataloguing, and MS Office is required. Competencies Required: ❖ Knowledge of library classification systems (DDC,

	researchers in locating and accessing resources. ❖ Assist in the procurement and organization of print and digital materials. ❖ Operate and update library management software and digital repositories. ❖ Promote information literacy and research support services. ❖ Supervise library assistants and student staff when assigned	MARC) and metadata standards. ❖ Familiarity with digital library tools, online databases, and automation software. ❖ Good organizational, communication, and interpersonal skills. ❖ Attention to detail and ability to manage library data and systems efficiently. ❖ Commitment to service quality, academic support, and continuous learning.
Assistant Manager HR (BPS-17) Regular / Contractual	❖ Assist the Manager HR in implementing HR policies, procedures, and strategies. ❖ Handle recruitment processes, including job postings, shortlisting, scheduling interviews, and onboarding. ❖ Maintain and update employee records, service books, and attendance systems. ❖ Support in performance appraisal, training, and capacity-building initiatives. ❖ Ensure compliance with university service statutes, labor laws, and government directives. ❖ Prepare HR reports, memos, and correspondence for management. ❖ Facilitate employee engagement, grievance handling, and welfare activities. ❖ Assist in payroll coordination, leave management, and benefits administration.	Qualifications: Master's or Bachelor's (16 years of education) in Human Resource Management, Business Administration, or Public Administration from HEC-recognized institution. Experience: Preferably 2–3 years of relevant experience in HR management, preferably in a university, government, or autonomous organization. Proficiency in HR software and MS Office is required. Competencies Required: ❖ Knowledge of HR policies, labor laws, and public sector regulations. ❖ Strong organizational, communication, and interpersonal skills. ❖ Proficiency in MS Office, HRMIS, and digital documentation systems. ❖ Ability to maintain confidentiality, accuracy, and attention to detail. ❖ Strong analytical and problem-solving abilities. ❖ Commitment to professional ethics, teamwork, and continuous improvement.
Photographer / Videographer (BPS-17) Regular / Contractual	❖ Capture high-quality photographs and videos of university events, academic activities, and official functions. ❖ Produce promotional and documentary videos for the university's media and marketing purposes. ❖ Maintain and manage photo and video archives in coordination with the Communications or IT department. ❖ Handle editing, retouching, and post-production to ensure professional standards. ❖ Assist in live streaming and media coverage of official events. ❖ Coordinate with departments, ORIC, and QEC for content creation needs. ❖ Ensure proper maintenance and inventory of photography/videography	Qualifications: Bachelor's degree in Media Studies, Film Production, Fine Arts, Visual Aid or a related field from HEC-recognized institution. Diploma or certification in photography/videography will be an added advantage. Experience: Preferably 2–3 years of relevant experience in photography, videography, and video editing, preferably in an educational or corporate setting. Proficiency in Adobe Photoshop, Premiere Pro, and related editing software is required. Competencies Required: ❖ Technical expertise in photography, videography, lighting, and sound recording. ❖ Proficiency in editing tools and media management software. ❖ Strong creative, visual, and storytelling skills. ❖ Ability to work under deadlines and manage multiple projects. ❖ Good communication and coordination abilities. ❖ Attention to detail, aesthetic sense, and professionalism in content creation.

	equipment. ❖ Support social media and website teams with visual content.	
Animator (BPS-17) Regular / Contractual	❖ Design and produce 2D/3D animations, motion graphics, and visual effects for university media and communication materials. ❖ Collaborate with communications, IT, and academic departments to develop digital learning and promotional content. ❖ Create animated videos, info-graphics, and interactive materials for presentations, social media, and events. ❖ Manage storyboarding, character design, and post-production editing. ❖ Maintain visual quality standards and ensure creative consistency across media platforms. ❖ Support branding, awareness campaigns, and e-learning modules through engaging animation.	Qualifications: Bachelor's degree in Animation, Media Science, Multimedia Arts, Graphic Design, or a related field from HEC-recognized institution. Experience: Preferably 2–3 years of relevant experience in animation and motion design, preferably in an academic or creative organization. Proficiency in Adobe After Effects, Illustrator, Blender, or similar animation tools is required. Competencies Required: ❖ Proficiency in animation and motion graphics software (After Effects, Premiere Pro, Blender, Maya, etc.). ❖ Strong creative, artistic, and storytelling abilities. ❖ Good understanding of color theory, composition, and visual design principles. ❖ Ability to manage multiple projects and meet tight deadlines. ❖ Effective communication and teamwork skills. ❖ Commitment to innovation, visual excellence, and continuous improvement.
Assistant Controller of Examinations (BPS-17) Regular / Contractual	❖ Assist the Controller of Examinations in the planning, organization, and supervision of all examination activities. ❖ Oversee conduct of examinations, paper setting, invigilation, evaluation, and result compilation. ❖ Ensure confidentiality, transparency, and accuracy in examination and grading processes. ❖ Manage data entry, record keeping, and issuance of transcripts and certificates. ❖ Prepare examination schedules, notifications, and statistical reports. ❖ Coordinate with departments, faculty, and IT staff for smooth exam operations. ❖ Ensure compliance with university examination rules, policies, and academic calendar. ❖ Supervise clerical staff engaged in examination-related duties.	Qualifications: Master's degree in Management, Computer Science, Statistics, Administrative Sciences, or a related field from HEC-recognized institution. Experience: Preferably 2–3 years of relevant administrative experience, preferably in examination, academic, or student affairs within a university or educational institution. Proficiency in exam management systems and MS Office is required. Competencies Required: ❖ Sound understanding of examination systems, academic regulations, and quality assurance standards. ❖ Strong organizational, communication, and supervisory skills. ❖ Proficiency in MS Office, data management, and examination software. ❖ High level of integrity, accuracy, and confidentiality. ❖ Ability to handle pressure situations and meet strict deadlines. ❖ Analytical and problem-solving mindset with attention to detail.

Assistant Manager Internal Auditor (BPS-17) Regular / Contractual	❖ Assist the Resident or Chief Internal Auditor in conducting financial, operational, and compliance audits. ❖ Evaluate internal control systems and identify weaknesses, risks, and non-compliance. ❖ Conduct pre-audit and post-audit of payments, procurements, and project expenditures. ❖ Prepare audit observations, working papers, and draft reports. ❖ Monitor implementation of audit recommendations and corrective actions. ❖ Verify budget utilization, payroll, and financial statements for accuracy and transparency. ❖ Support in the development of audit plans, policies, and risk assessment frameworks. ❖ Coordinate with finance, procurement, and administration departments for record verification.	Qualifications: Master's degree in Commerce, Finance, Accounting, or Business Administration (Finance) from HEC-recognized institution or professional Qualifications such as ACCA, ACMA, or equivalent. Experience: Preferably 2–3 years of relevant experience in audit, accounts, or finance, preferably in a public sector organization or university. Proficiency in audit software, ERP systems, and MS Office is required. Competencies Required: ❖ Strong knowledge of auditing standards, accounting principles, and financial regulations. ❖ Proficiency in MS Excel, accounting software, and ERP systems. ❖ Excellent analytical, documentation, and report-writing skills. ❖ Integrity, objectivity, and attention to detail. ❖ Ability to maintain confidentiality and professional ethics. ❖ Strong communication and coordination skills for inter-departmental collaboration.
---	---	---