



**DAWN NEWSPAPER – SEPTEMBER 5, 2024**



### KOHSAR UNIVERSITY MURREE

Applications are invited from *Pakistan nationals (Punjab, Domicile), who are dynamic, dedicated and competent professionals in relevant fields and like to serve in a rapidly growing University located at Murree, Punjab*

Sr. #	Nomenclature of the Post	BS	Required Qualification	Age Limit
<b>Terms &amp; Conditions for the Post of Controller of Examinations and Treasurer</b>				
03	Treasurer	20	(i) Ph.D. in Finance or Commerce or Accounting or Auditing or Economics or equivalent qualification from an Institute or a university recognized by the HEC; and Eight years post qualification relevant experience.	Min. Age 40 Years Max. Age 50 Years
			OR	
			(ii) MS or M.Phil. 2 <sup>nd</sup> Division in Finance or Commerce or Accounting or Auditing or Economics or equivalent qualification from an Institute or a university recognized by the HEC; and Ten years post qualification relevant experience.	
			OR	
(i) MBA in Finance or M.Com. or ACCA or ACMA or M.Sc. in Economics 2 <sup>nd</sup> Division or equivalent qualification from an Institute or a university recognized by HEC; and Twelve years post qualification relevant experience.				
<b>Tenure</b>			Three (03) Years Contract, Non-Extendable	
<b>Pay, Leave, Perks &amp; Privileges</b>			As admissible to a Government Servant in BPS-20	

**Note:**

- Application should reach the office of the HR Section, Registrar Office till closing date i.e., 30<sup>th</sup> September 2024 (during office timing).
- Job Applicants Form can be downloaded from KUM's website ([www.kum.edu.pk](http://www.kum.edu.pk)) (Only Uploaded Job Application Form shall be accepted). Job Application Form along with documents must be submitted through courier only at given postal address (by hand/through email submission and received after closing date shall not be acceptable / entertained).
- No column of the application form should be left blank, particularly postal address/contact number both landline and mobile must be mentioned.
- This is the candidates' responsibility to ensure that all relevant information has been uploaded at online job portal.
- Candidates are strictly advised to avoid uploading invalid documents. Documents with ambiguity (if entered) by candidates will not be accepted.
- \* The applicants are also required to submit Processing Fee in original demand draft / pay order (Non-refundable) of Rs. 3000/- in favor of "Treasurer, Kohsar University Murree", along-with other document. (Fee in the form of Postal Orders is not acceptable). The application forms without processing fee shall not be considered / entertained OR Processing Fee may be deposited through e-challan in Kohsar University Murree, Account Name: "Treasurer Kohsar University Murree", Account Number, 5310217226400050, The Bank of Punjab Murree.
- Earlier process carried out by the Kohsar University Murree regarding appointments of the post of the Registrar, Treasurer and Controller of Examinations, Kohsar University Murree, has been declared void by the Competent Authority, and appointee for the post of Treasurer not joined within due date, therefore, all interested candidates are required to apply afresh.
- Job application form against each post must be attached with two (02) sets, copies of the Degrees, Detail Marks Certificates (DMC) front and back (preferable HEC/Concerned Board attested), Experience Certificates (duly verified by the respective Employer/s), NOC, Domicile, CNIC and recent Passport size photographs. All documents should be attested, and application form should be complete in all respects. University is entitled to reject any incomplete application form (soft and hard copy).
- Only Punjab domiciled candidates are eligible to apply.
- Applicants working on Regular/Acting Charge/Officiating/Ad-hoc/Current Charge and Contract basis in HEC recognized Public or Private Universities or Degree Awarding Institutes or Public/Private Sector Organizations (Including KUM's Employees) must apply through proper channel and attach NOC from their present employer and Experience Certificate/s from all former Appointing Authorities/Head of Institutions/Organizations within due date, otherwise their application shall be considered incomplete and liable to be rejected (NOC may be accepted within one month after closing date).
- Concerned Regulatory Bodies Registration Number/verification is required along with Application Form.
- Applicants applying for more than one post shall submit separate Application Forms with necessary documents, complete in all respect. Please clearly write name of the post applied for, on top right side of the envelope.
- Applicants having foreign degree/s will be required to provide Equivalency Certificate from HEC/IBCC, Islamabad, within due date.
- In case of a foreign degree or certificate, transcribed in any foreign language (other than English), an English translation must be provided from a recognized Institute.
- Distinction marks can only be granted after the provision of authentic document issued by the Controller of Examinations within due date.
- Certificate regarding the percentage of marks will be provided from the concerned University/Institution for those DMCs/Transcripts where a percentage is not mentioned.
- Eligibility in all respects shall be reckoned up to the closing date.
- Candidates must meet minimum and maximum age limits on closing date of application submission. However, age relaxation, for appointment by initial recruitment, shall be admissible as per policy of the Government of Punjab.
- Any deficiency/concealment/misrepresentation of facts by any candidate at any stage will lead to disqualification.
- Only Eligible/Shortlisted candidates will be called for Test/Interview. Short-listing of the candidates shall be made in accordance with the procedure laid down by the University.
- The University shall not be held responsible for any delays or late reception of call letters for Test/Interview etc. by the candidates, due to courier's/Post Office services lapses.
- No TA/DA shall be admissible.
- In case of any query, candidates are advised to contact Additional Registrar (HR) via telephone (051-9269177) or email "hrdepartment@kum.edu.pk".
- This advertisement is issued after getting approval of the Competent Authority and administration is authorized to rectify errors/omissions (if any) in the advertisement.

ADDITIONAL REGISTRAR (HR), KUM  
REGISTRAR OFFICE, ADMIN BLOCK, KOHSAR UNIVERSITY MURREE  
PH. # 051-9269177, Website: [www.kum.edu.pk](http://www.kum.edu.pk)

IPL-8354

# ALLAMA IQBAL OPEN UNIVERSITY (AIOU)



## SITUATION VACANT

AIOU invites applications against the following positions on regular/contract basis.

Sr.#	Name of Posts	No. of Posts	Qualification	Experience	Age Limit
13	Assistant Treasurer (BPS-17)	1	Chartered Accountant / ACMA or 2 <sup>nd</sup> Class Masters' Degree or equivalent preferably in Business Admin (Specialization in Finance)/ Commerce from a HEC recognized University.	Relevant experience shall be preferred in a Government / Semi-Government / Autonomous Body or in any National / International organization of repute.	35 years

### Important Points

- Candidates applying for positions of BPS-05 and above are required to apply online, through AIOU Job Portal "[careers.aiou.edu.pk](http://careers.aiou.edu.pk)".
- The candidates must submit their applications ONLINE. No hard copy of applications is acceptable. However, at the time of written test/interview, the candidates will have to bring original certificates/fee challan for verification.
- Information claimed in online application form will be treated as final, subsequent claims of experience and any other, earlier not given in on-line application form, are considered afterthought and an attempt to become eligible. Such subsequent claims shall not be accepted.
- The candidate applying for positions of BPS-02 shall submit application alongwith paid fee challan (separately for each position) in HRD Section, Registrar Department, AIOU, H-8, Islamabad, in hard form on prescribed proforma available on the AIOU website.
- The eligibility of the candidates shall be determined as per AIOU services statutes 1978 as amended upto April 2022, relevant applicable rules of the Govt., terms and conditions of the advertisement and subsequent shortlisting/scrutiny shall strictly be determined/ carried out as per the provisions laid down in the AIOU Recruitment Rules 2022, which are available at AIOU website.
- Candidates selected against their respective provincial quota can be posted to any AIOU Regional Center in that province.
- Maximum age limit as prescribed under Rules shall be relaxed in pursuance of Relaxation of Upper Age Limit Rules, 1993 (amended from time to time), as provided to, relaxed in pursuance of Relaxation of Upper Age Limit Rules, 1993 (amended from time to time), as provided in AIOU Services Statutes 1978 (amended upto April 2022).
- Applicants working on Regular/acting charge/ officiating/ Ad-hoc/current charge, and/or contract basis in Government/ Semi-Government and Autonomous Bodies (including employees of AIOU) must apply through proper channel and obtain NOC & service certificate(s) issued by the respective Controlling Authority by due date, failing which application shall be considered incomplete and liable to be rejected.
- The AIOU reserves the right to increase / decrease the number of posts or not to fill any post / withhold the appointment against any post, without assigning any reason thereof.
- Candidates are required to provide valid/non-MNP cell number (for SMS), and postal address for TCS/courier delivery. AIOU shall not be responsible for delay in courier or non receipt of SMS.
- The candidates who applied against the posts advertised in March, 2023 by AIOU, need not to apply again.
- The Schedule of processing fee is.
 

BPS-02	Rs. 200/-
BPS-05 to BPS-15	Rs. 500/-
BPS-16	Rs. 1000/-
BPS-17 & BPS-18	Rs. 1500/-
BPS-19	Rs. 2000/-
BPS-20	Rs. 3000/-
- Paid Fee Challan in original is required to be presented at the time of test/interview.
- No TA/DA will be admissible to the candidates called for test/interview.
- test/interview.

Download  
Challan Form  
from  
AIOU Job Portal





#BankofKhyber

## WE ARE HIRING!

**Bank of Khyber** is a dynamic Commercial Bank with tremendous growth potential, continuously striving to provide innovative financial services to its diversified clientele. We provide the challenge and opportunity to prove your abilities and grow with an incredible and progressive organization. **Bank of Khyber** is seeking to onboard exceptionally strong and goal oriented professionals for the following senior positions:

### Head Enterprise Risk Management Division

#### Eligibility Criteria:

- Minimum education required is Graduation, preferably a Bachelor's degree in Finance, Risk Management, Accounting, Commerce, Economics, Business Administration or a related discipline. Holders of a Master's degree in above disciplines and/or **members of a professional accounting body**/CFA charter holders/FRM qualified (or holders of other advanced certifications directly relevant to risk management) will be preferred. Degree(s) should be from a university recognized by the HEC of Pakistan. In case of foreign qualification, an equivalence certificate from HEC of Pakistan will be required at the time of interview.
- Minimum 12 years of work experience in the field of Credit and Risk Management in a bank/regulated financial institution with at least 05 years of Enterprise Risk experience inclusive of 03 years of relevant experience at a senior level. Candidates who are currently heading the overall Enterprise Risk Management function of a bank are exempted from the requirement of 03 years of relevant experience at a senior level.

#### Main Duties/Responsibilities:

- Risk Appetite Formalization, Culture and Training.
- Risk Identification and Assessment (including risk scorecard/model validation)
- Risk Mitigation & Control, Risk Monitoring & Reporting as well.
- Risk Architecture, Governance and Compliance.
- Utilizing their deep knowledge of industry best practices, the BASEL framework, relevant SBP regulations, IFRS 9, ICAAP to engage with stakeholders from across the Bank, in a structured manner, and work with them to develop and implement risk strategies, policies, procedures for different types of risks.
- Leading the Market & Liquidity Risk Management Department of the Bank, Country Risk Management Department, the Operational Risk Management Department, and all Environmental, Reputational and Strategic Risk Management initiatives.
- Capital calculation (in conjunction with Finance), stress testing, and documentation of the ICAAP process.
- Any other responsibility assigned by the Chief Risk Officer.
- This position reports directly to the Chief Risk Officer

### Head Financial Control Division

#### Eligibility Criteria:

- Minimum education required is Bachelor's degree preferably in relevant field from an HEC recognized University or reputable foreign university. Preference will be given to CA, CA-Finalist, ACCA (Qualified), **ICMA** or any other equivalent related degree in finance. Degree(s) should be from a university recognized by the HEC of Pakistan. In case of foreign qualification, an equivalence certificate from HEC of Pakistan will be required at the time of interview.
- Minimum 10 years of Audit or Finance experience in a reputable organization. Preference will be given to candidates having experience as financial controller in a financial institution.

#### Main Duties/Responsibilities:

- Head Financial Control Division will keep abreast with the changes in applicable laws, regulations, standards and how they impact the financial statements and financial control function.
- Will be responsible for ensuring the accuracy, timelines and completeness of bank's statutory financial reporting and regulatory reporting.
- Will ensure monitoring, pre-audit, checking and approval of various expenses as per the approval matrix, laws, policies and budgetary limits.
- Provide active assistance to the CFO in devising finance function strategies and annual plans for effective functioning.
- Initiate and lead various process improvement and automation initiatives of Finance function.
- Will be responsible for all tasks needed for effective and efficient functioning of financial control function.
- Perform any other responsibility as assigned by the Chief Financial Officer.

#### How to Apply:

Interested candidates should visit and apply on the website [www.sidathyder.com.pk/careers](http://www.sidathyder.com.pk/careers) and submit their application online as per given instructions, no later than **September 22, 2024**. For details regarding complete job description, candidates may visit BoK website at [www.bok.com.pk/careers](http://www.bok.com.pk/careers). Only shortlisted candidates shall be called for interview (no TA/DA will be paid for interview).

#### Location:

- The position of Head Financial Control Division is based in Head Office Peshawar.
- The position of Head Enterprise Risk Management Division is based in Peshawar/ Karachi.

**Remuneration:** Market based remuneration package will be offered.

#### Note:

The date of Interview will be intimated after shortlisting of candidates. (No TA/DA is admissible for interview).

**PERSONS WITH SPECIAL NEEDS ARE PERSUADED TO APPLY. BANK OF KHYBER IS AN EQUAL OPPORTUNITY EMPLOYER. ALL CANDIDATES ARE TREATED STRICTLY ON MERIT. WOMEN ARE STRONGLY ENCOURAGED TO APPLY**

NAWAIWAQT NEWSPAPER - SEPTEMBER 8, 2024

# JOB OPPORTUNITIES

A leading organization requires the services of Qualified, Energetic, Medically fit and self Motivated Staff for the following positions.

Sr. No.	Position Name	Qualifications & Skill Set
8	Chief Manager Tax, Treasury & Compliance	<ul style="list-style-type: none"> <li>CA/ACMA/ACCA with 6 years of post-membership experience.</li> <li>Candidates having experience in Oil &amp; Gas and knowledge of Federal &amp; Provincial Tax Laws as well as having working knowledge on ERP system would be given preference.</li> </ul>
9.	Manager Accounts	<ul style="list-style-type: none"> <li>CA/ACMA/ACCA with at least 4 years of experience.</li> <li>Candidates having experience in Oil &amp; Gas Companies as well as having working knowledge on ERP system would be given preference.</li> </ul>
10.	Manager Finance	<ul style="list-style-type: none"> <li>CA/ACMA/ACCA with at least 4 years of experience.</li> <li>Candidates having experience in Oil &amp; Gas Companies and knowledge of Tax Laws as well as having working knowledge on ERP system would be given preference.</li> </ul>

Location: Karachi

### How to apply:

If you have the required experience, education and skills, you are requested to apply within 15 days of advertisement at [careers.oilgas@outlook.com](mailto:careers.oilgas@outlook.com). Please email your resume and cover letter while clearly mentioning the subject along with passport size picture, date of birth and passing / Membership Year in MS Word or PDF format. Only shortlisted candidates will be called for the interview. No TA / DA will be admissible.

NAWAIWAQT NEWSPAPER - SEPTEMBER 1, 2024



**TIMES INSTITUTE**  
 MULTAN, PAKISTAN  
A Degree Awarding Institute Established under Govt. of the Punjab Act XXV-2020  
 RECOGNIZED BY HEC, ISLAMABAD

SITUATION  
 VACANT

NON TEACHING POSITIONS

DESIGNATION	REQUIREMENT
Deputy Treasurer	<ul style="list-style-type: none"> <li>MBA (Finance/Accounts) or CA/CPA/ACMA/ACCA.</li> <li>Minimum 3 years relevant experience in Accounts, Audit or Finance with command in MS Office.</li> </ul>

**INSTRUCTIONS**

- Download Job application form from <https://www.t.edu.pk/careers.html> fill it out, attach relevant documents & submit your application along with a Fee of RS. 1000/- (as non-refundable processing fee).
- Submit your application by hand or through courier to the address given below.

Market competitive salary will be offered to those having good research & teaching experience in a reputed HEC recognized Institute or University.

Last Date to Apply: 23rd September, 2024

**REGISTRAR**  
 For any query, Contact:

New Campus: 4-KM Head Muhammad Wala Road, Northern Bypass, Multan.  
**061-4746100 | 0303-4444648** [www.t.edu.pk](http://www.t.edu.pk)



EXPRESS NEWSPAPER - SEPTEMBER 7, 2024



# University of Child Health Sciences,

Ferozpur Road, Lahore Tel (042) 99230901-23 Fax (042) 99230358



**POSITION VACANT: For the posts of Registrar, Controller of Examinations, Additional Registrar, Deputy Auditor, Deputy Controller of Examinations, Assistant Treasurer and Assistant.**

Applications are invited from qualified professionals for the posts of (1) Registrar, (2) Controller of Examinations, (3) Additional Registrar, (4) Deputy Auditor, (5) Deputy Controller of Examinations (6) Assistant Treasurer and (7) Assistant at University of Child Health Sciences, Lahore on temporary appointment but likely to be permanent. The required qualification and experience for the said posts are as under:

Sr. No.	Name of Post	No. of Seats	Age Limit	Qualification/ Experience
4.	Deputy Auditor (BPS-18)	01	25-45 years	(i) CA or <b>CMA</b> or ACCA or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and (ii) Five years' post-qualification experience in Audit firm or industry registered with Securities Exchange Commission of Pakistan or in an educational institute or a university recognized by the Higher Education Commission.  <b>OR</b> (i) MBA in Finance or M. Com. with Finance or Accounts or equivalent qualification from an institute or a university recognized by the Higher Education Commission; and (ii) Five years' experience in BPS-17 and above in a public sector institution or a university or in a government sector.
6.	Assistant Treasurer (BPS-17)	01	22-35 years	CA or <b>CMA</b> or ACCA or MBA or M.Com. (second division) or equivalent qualification from an institute or a university recognized by the Higher Education Commission.

### TERMS AND CONDITIONS

- Final appointment will be subject to the verification of education degree & experience certificates (any expenditure in this regard will be borne by the candidate/ employee).
- Five years relaxation in upper age limit will be allowed across the boards. However female candidates will be given 08 years relaxation as per government notification No. SORI (S&GAD)9-36/81 dated 21-05-2012. The maximum age after including relaxation must not exceed 58 years.
- Applicants having **Punjab domicile** are required to submit application/ dossiers on the prescribed proforma available at University website i.e., <https://uchs.edu.pk/careers> along with attested copies of documents, degree, certificates, CNIC, domicile and fresh passport size coloured photographs.
- Application proforma should be filled and submit in the office of the Registrar, Admin Block, University of Child Health Sciences, Lahore along with a bank draft/ pay order of Rs. 5000/- (for BPS 19 & 20) and Rs. 2500/- (for BPS 16 to 18) in favour of **University of Child Health Sciences, Lahore**.
- Screening test for the post of Assistant (BS-16) will be held. Screening test fee will also be charged Rs. 2000/- (non-refundable).
- PMDC recognition certificate of experience (showing the eligibility) must be attached with the documents.
- The applicants having foreign degree must have HEC equivalence certificate.
- All Terminal Degrees must be entered in PM&DC.
- Government Servants should submit the applications through proper channel.
- Only short listed candidates will be called for interview.
- Authority reserves the right to cancel, increase or decrease the number of post at any level without assigning any reason.
- Incomplete application forms will not be entertained.
- No TA & DA will be allowed.
- Last date for submission of application is **21-09-2024**.

**REGISTRAR**

 University of Child Health Sciences,  
 Lahore

IPL-8526

**EXPRESS NEWSPAPER - SEPTEMBER 3, 2024**


**PUNJAB ENERGY EFFICIENCY &  
 CONSERVATION AGENCY (PEECA)  
 ENERGY DEPARTMENT  
 GOVERNMENT OF THE PUNJAB  
 48 A C-2 Gulberg III, Lahore.**



## CAREER OPPORTUNITY

Punjab Energy Efficiency & Conservation Agency, has been established to carry "Punjab Energy Efficiency & Conservation Program" under Energy Department by the Government of Punjab. PEECA requires dynamic and self-motivated professionals for the following positions:

Sr. No.	Positions	Age Limit
2.	Finance Associate	40 years (Max)

- Interested candidates can apply and view detailed eligibility/ selection criteria of the positions on <https://www.jobs.punjab.gov.pk/>
- PEECA is an equal opportunity employer. Quota for females (15%), candidates from minority communities (5%) and for disabled (3%) is reserved
- Market based salary shall be offered.
- All posts shall be filled on a contract basis in accordance with the Contract Appointment Policy, 2004.
- No TA/DA will be given for the interview.
- Short-listing will be done on the basis of qualification and relevant experience criteria given with each position and only shortlisted duly qualified individuals/ candidates will be called for interview.
- Candidates in Government / Semi-Government Sector should apply through proper channel.
- PEECA reserves the right to withdraw the hiring process for the afore-mentioned position without providing any reason (s).
- Last date to apply for above mentioned positions is **September 20, 2024**.

**Assistant Manager HR & Admin  
 Punjab Energy Efficiency & Conservation Agency (PEECA)  
 48 A C-II, Ghalib Road, Gulberg III, Lahore.**

**IPL-8342**
**Finance Associate Finance, PAKISTAN**
**Job Details**

Location LAHORE  
 Industry Services  
 Project PEECA  
 Total Positions  
 Employment Status Contract  
 Role Finance Associate  
 Monthly Salary 0 - 75,000  
 Job Posted 04-09-2024  
 Level Not Applicable (N/A)  
 Last Date to Apply 20-09-2024

**Preferred Candidates**

Years of Experience Masters/Bachelors (Hons) : 1 year(s)  
 Gender Both  
 Age 22 - 40

**Job Description**

- MBA in finance / M. Com **ICMA**
- Experience of 1-2 years.
- PEECA is an equal opportunity employer. Quota for females (15%), candidates from minority communities (5%) and for disabled (3%) is reserved.
- Market based salary shall be offered.
- All posts shall be filled on a contract basis in accordance with the Contract Appointment Policy, 2004.
- No TA/DA will be given for the interview.
- Short-listing will be done on the basis of qualification and relevant experience criteria given with position and only shortlisted duly qualified individuals/ candidates will be called for interview.
- Candidates in Government / Semi-Government Sector should apply through proper channel.
- PEECA reserves the right to withdraw the hiring process for the afore-mentioned position without providing any reason (s).





**EXPRESS NEWSPAPER - SEPTEMBER 8, 2024**

Our client, a reputable public sector company working in Pakistan, is looking for a dedicated, experience and highly skilled professional for the following positions, based in Pakistan.

Job Title	Qualification and Experience
<b>Chief Internal Auditor</b>	<ul style="list-style-type: none"><li>• Master's degree in Finance from a local/foreign university recognized by the Higher Education Commission or member of recognized body of professional accountants or Certified internal auditor or Certified fraud examiner or Certified internal control auditor; with 7+ years of post-qualification experience in internal auditing, with at least 2 years in a senior leadership role.</li><li>• Maximum Age 40 years.</li></ul>
<b>Internal Auditor</b>	<ul style="list-style-type: none"><li>• Bachelor's Degree in Finance/Business Administration/Accounts from a local/foreign university recognized by the Higher Education Commission or Member of recognized body of professional accountants with 2+ years of post-qualification experience in internal auditing.</li><li>• Master's Degree in a relevant filed will have an added advantage.</li><li>• Maximum Age 40 years.</li></ul>

**TERMS AND CONDITIONS**

- Candidate including females fulfilling the criteria mentioned in each post are encouraged to apply and submit their application along with their resume and CNIC via email or post.
- Incomplete applications and those received after the last date shall not be entertained.
- The company reserves the right to cancel any or all the advertised position at any stage.
- Only short-listed candidates shall be called for a test/interview.
- No TA/DA will be provided for the test/interview.
- The successful candidates will be offered a market-based remuneration package on contractual terms.
- Interested candidates can send their CVS to **PO. Box No. 10434 Karachi** mentioning the position on the envelope or email at [psc10434@gmail.com](mailto:psc10434@gmail.com) mentioning the position in the subject line by **27<sup>th</sup> September 2024.**

پروفیشنل سائنس دان ..... ڈیٹا سائنس

INF-KRY 2824/24

DAWN NEWSPAPER - SEPTEMBER 2, 2024



**OFFICE OF RESEARCH, INNOVATION  
AND COMMERCIALIZATION (ORIC)**  
**UNIVERSITY OF KARACHI**



## **CAREER OPPORTUNITIES**

### **ADMIN. ASSISTANTS (2 Positions)**

**JOB STATUS:** Full Time Contractual

**JOB OVERVIEW:** The incumbent will be responsible for providing administrative support to the Office of Research, Innovation and Commercialization. The tasks will include managing Schedules, organizing Meetings and Events, handling Correspondence and performing various Administrative Duties / day to day operations to ensure the Directorate Office runs smoothly.

**ACADEMIC QUALIFICATION:** BBA / BS / BCOM / or equivalent education (Minimum 16 Years of Education). Students enrolled in ACCA / **ACMA** / CIMA may also apply. IT Professionals having CCNA / CCNP Certifications are encouraged to apply.

**EXPERIENCE:** One Year Working Experience will be preferred.

**SKILLS:**

- Event Management
- Good Interpersonal Skills
- MS Office
- Ability to handle confidential information with discretion

**SALARY:**

To commensurate with the Qualification & relevant Experience

**IMPORTANT NOTES:**

1. Application should be submitted on prescribed Form obtainable from the **HRM Section**, Ground Floor, New Administration Building, **University of Karachi** on Payment of **Rs. 4,000** through Pay Order in favor for "**University of Karachi**".
2. **Degree / Certificate Courses** must be passed from **University / Board / Institutions** recognized by **HEC**.
3. Age Limit is Maximim 40 Years on the Closing Date of Advt.
4. Candidates already working in Government, Semi Government and Autonomous Organizations in Pakistan **MUST** apply through Proper Channel.
5. The Applicants are required to appear before the Selection Board of the University.
6. Only Shortlisted Candidates will be called for Test / Interview.
7. The **University of Karachi** is an Equal Opportunity Employer.
8. **Two Copies of Applications** along with Photocopies of Degree / Diplomas / Certificates / Experience Certificates **MUST** reach the **HRM Section, University of Karachi** on or before **15 WORKING DAYS** from Today.

**PROF. DR. ABDUL WAHEED**  
**REGISTRAR**