



**CAREER OPPORTUNITIES**

Applications are invited from qualified candidates having Sindh domicile, against the following positions based on the respective criteria against each position:

No	Name of the Post and Pay Scale	No of Posts	Qualification/Experience	Competencies
1	<b>Director Student Affairs (BPS-19/20 Equivalent) Age Max. 55Y</b>	01	PhD or Masters' Degree (foreign/local) or M. Phil (foreign/local) or equivalent degree awarded after 18 years of education as determined by the HEC in the relevant field from a HEC recognized University/Institution. <b>Experience</b> At least 15 years of handling HEIs student related matters, including but not limited to transfer of credit(s), leave, disciplinary matters of students, wellbeing programs, student convocations etc.	<ul style="list-style-type: none"> <li>• Excellent communication (oral and written) and negotiation skills</li> <li>• Problem solving and must be solution driven</li> <li>• A go-getter and result oriented.</li> <li>• Tech-savvy individual and hands-on with CMS/LMS platforms besides other HEIs applications, including budgeting and financial management.</li> </ul>
2	<b>Deputy Registrar (BPS-18 Equivalent) Age: Max.45Y</b>	01	a. PhD degree from HEC recognized university Or b. MS/M.Phil (18 years of education) or equivalent qualification from HEC recognized university. Or c. MA/M.Sc/Bachelors/MBA (16 years of education) preferably in first class, or equivalent qualifications from a HEC recognized University. <b>Experience</b> a. (04) year of core administrative experience in BPS-17 and above or equivalent in Government or Government Autonomous Organization, University, Board, College. b. 06 years of administrative experience in BPS-17 and above or equivalent in Government or Government Autonomous Organization, University, Board, College. c. 10 years of administrative experience in BPS-17 and above or equivalent in Government or Government Autonomous Organization, University, Board, College.	<ul style="list-style-type: none"> <li>• Excellent communication (oral and written) and negotiation skills</li> <li>• Problem solving and must be solution driven</li> <li>• A go getter and result oriented.</li> <li>• Tech-savvy individual and hands-on with CMS/LMS platforms besides other HEIs applications, including budgeting and financial management.</li> </ul>
3	<b>Librarian (BPS-18 Equivalent) Age: Max. 45Y</b>	01	Master's in Library sciences. <b>Experience</b> At least 08 to 10 years of managing Library in the HEI academic and research environment.	<ul style="list-style-type: none"> <li>• Excellent communication (oral and written) and negotiation skills.</li> <li>• Tech-savvy individual and hands-on with CMS/LMS platforms besides other HEIs applications, including budgeting and financial management.</li> <li>• Hands-on with digital archiving of learning resources, including research papers, articles, webinars, podcasts etc.</li> </ul>



## Directorate of Human Resources

4	<p><b>Deputy Director Information Technology (BPS- 18 Equivalent)</b> <b>Age: Max. 45Y</b></p>	01	<p>Minimum Bachelor's Degree (16 Years Education) in Computer Science/Computer System Engineering from HEC recognized institutes. <b>Experience</b> At least 12 years IT Infrastructure experience in reputable institutes/organization. Out of 12 years' experience at least 02 years of experience should be in HEC recognized HEI at BPS-17 scale.</p>	<ul style="list-style-type: none"> <li>• Manage and optimize of Switches, Routers and Firewall implementation Involved in Network Designing and implementation at Datacenter. Extensive knowledge of Data Center operations and facilities. Extensive knowledge of high-end servers, blade chassis infrastructure, network devices and backup appliances. Extensive knowledge of IBM SAN and HP SAN. Knowledge of RAID level Configuration/implementation.</li> <li>• Deal with all LAN/WAN performance and security issues.</li> <li>• Preferably a CCNA certified, CCNP Certificate and Firewall certified (NSE level 1 to 3, sangfor NGFW certified and HCI virtualization Certified.</li> </ul>
5	<p><b>Assistant Director IT (BPS- 17 Equivalent)</b> <b>Age: Max.35Y</b></p>	02	<p>Minimum Bachelor's Degree (16 Years Education) in Computer Science/IT/Computer System Engineering/Electrical from HEC recognized institutes <b>Experience</b> At least 05 years' experience in reputable institutes/organization. Out of 05 years' experience at least 02 years of experience should be in HEC recognized HEI at BPS-16 scale.</p>	<ul style="list-style-type: none"> <li>• To manage end user deployments and rollouts including operating systems, security, application software, antivirus and hardware peripheral devices.</li> <li>• Hands on experience in installation, configuration, troubleshooting and maintenance of the IT equipment and networks.</li> <li>• Working experience in the installation and configuration of Windows Servers and Troubleshooting.</li> <li>• Network (LAN/WAN- internet/Router/Domain/Network Printer)</li> </ul>
6	<p><b>Web Developer (BPS- 17 Equivalent)</b> <b>Age: Max.35Y</b></p>	01	<p>Minimum Bachelors' Degree (16 Years Education) in Computer Science/Computer System / Software Engineering from HEC recognized institutes <b>Experience</b> At least 05years experience in reputable institutes/organization.</p>	<p>Java Script, Dot Net, Visual Studio, (HTML, React JS, CSS, HTML5) RDBMS Oracle, SQL Server, Mongo DB.</p>
7	<p><b>Application Developer (BPS- 17 Equivalent)</b> <b>Age: Max.35Y</b></p>	01	<p>Minimum Bachelor's Degree (16 Years Education) in Computer Science/IT/Computer System/ Software Engineering from HEC recognized institutes <b>Experience</b> At least 05 years' experience in reputable institutes/organization.</p>	<p>Object Oriented Programming (OOP) Java Script, Python, PHP, C/C++, Dot Net, Visual Studio, Agile Methodologies, Android Platforms, SQL Server, Mongo DB. Having high level programming skills and different types of coding languages. To code, test, debug, document, implement and maintain software applications.</p>



## Directorate of Human Resources

8	<b>Procurement Officer (BPS- 17 Equivalent) Age: Max.35Y</b>	01	MBA with a focus on finance, internal controls, procurement of goods and services, contract management, Supply chain or similar area. <b>Experience</b> At least 05 to 07 years progressive experience in the field of supply chain/procurement, especially in a large public sector setup or experience in large private organization under similar capacity.	<ul style="list-style-type: none"> <li>• Proficient in Microsoft office and allied applications, with advanced skill set in the procurement process flow.</li> <li>• Excellent knowledge of the SPPRA Rules.</li> <li>• Strong communication and negotiation skills.</li> <li>• Ability to work under strict deadlines and pressure.</li> <li>• Supervisory and management experience.</li> <li>• Attention to detail.</li> <li>• Should be able to handle bid process.</li> <li>• Hands-on with maintaining approved vendor list for goods and services.</li> </ul>
9	<b>Graphics Designer (BPS- 16 Equivalent) Age: Max. 35Y</b>	02	Minimum bachelor's degree (16 Years Education) in Communication Design, Animation, Graphic Design, Computer Science or equivalent qualification from HEC recognized institutes/University. <b>Experience</b> At least 2years relevant experience with degree in Communication Design/Animation or relevant discipline. 4 years of relevant experience with bachelors' degree along with a professional diploma (2 to 3 years) in graphic design, animation and film.	Adobe Photoshop, Adobe Illustrator, Adobe after effect, Adobe premiere.
10	<b>Accountant (BPS- 16 Equivalent) Age: Max.35Y</b>	02	Minimum B.Com/BBA Finance/BS Accounting & Finance (at least 2nd Division) from HEC recognized institute with sound knowledge of MS office and accounting procedures. <b>Experience</b> Nil	<ul style="list-style-type: none"> <li>• Tech-savvy</li> <li>• Fin-tech expert</li> <li>• Exposure to financial reporting</li> <li>• Hands-on with Peachtree, Advanced Excel and related software.</li> <li>• Working experience of ERP Environment/platforms.</li> </ul>
11	<b>P.A to Vice-Chancellor (BPS- 16 Equivalent) Age: Max. 35Y</b>	01	Minimum BA/BSc/B.Com degree (at least 2nd Division) from HEC recognized university, typing speed of 30 words per min on computer and two years relevant experience in good reputed organization with proficiency in MS office. <b>Experience</b> At least 03 years' experience Out of 03 years' experience at least 01 year of relevant experience should be in HEC recognized HEI.	<ul style="list-style-type: none"> <li>• Proficient in taking notes/shorthand</li> <li>• Expert in scheduling, planning and coordination</li> <li>• Computer proficiency in MS Office Suit especially in meeting invites and follow ups.</li> </ul>
12	<b>Electrician (BPS- 11 Equivalent) Age: Maximum 45Y</b>	02	Middle pass with at least 05 years' related experience.	
13	<b>Driver HTV (BPS- 05 Equivalent) Age: Maximum 45Y</b>	02	Middle pass with at least 05 years' related experience. Must possess heavy duty license	
14	<b>Driver LTV (BPS- 05 Equivalent) Age: Maximum 45Y</b>	01	Middle pass with at least 05 years' related experience. Must possess heavy duty license	
15	<b>Naib Qasid/Peon (BPS- 05 Equivalent) Age: Maximum 30Y</b>	05	Middle pass with 02 years' related experience and physically fit.	



16	<b>Cook (BPS- 05 Equivalent) Age: Maximum 45Y</b>	01	Middle pass with 05-year related experience of preparing continental and Pakistani cuisine.
17	<b>Sweeper (BPS- 02 Equivalent) Age: Maximum 30Y</b>	07	Middle pass with 02 years' related experience and physically fit.

**INSTRUCTIONS:**

- Applications should include an application form (can be downloaded from website [www.aroruniversitysindh.edu.pk](http://www.aroruniversitysindh.edu.pk)), detailed resume, two latest photographs, duly attested Photocopies of Certificates/ degrees, names and contact of two professional referees (not relative), Equivalence of qualification by HEC (in case of Foreign Degree), along with payment of **PKR 3000** for positions BPS 16 Equivalent and above, **PKR 1500** for positions below BPS 16 Equivalent, through Bank Challan /DD (non refundable) in favor of **Aror University of Art, Architecture, Design & Heritage**.
- Please visit <https://aroruniversitysindh.edu.pk/careers> for eligibility criteria and position requirements.
- Candidates who are already serving in Government/Semi-Government and Autonomous bodies should apply through proper channel with NOC from the employer and should submit the same along with the application. Such incumbents will be responsible for getting themselves relieved properly from their departments.
- There shall be no relaxation for qualification and experience.
- Application must reach the office of the Director Human Resources on or before **15 days** from the date of publication of the advertisement, during the office hours (CoB) only via registered postal service.
- Incomplete applications as per the instructions mentioned above and/or late applications received after the specified date and time shall not be entertained/ considered.
- Sindh Province domicile is a must.
- Females are encouraged to apply.
- All positions are contractual positions for the period of 04 years extendable to 02 years (based on performance and E&D compliance, subject to approval of competent forum) and likely to be regularized as per university policy as non-pensionable Service.
- The University reserves the right for cancellation of advertised post(s) partly or as a whole.
- Only eligible/shortlisted candidates shall be called for test and/or interview.
- Canvassing or influencing any staff of the University in any manner will disqualify the candidate.
- No TA/DA will be paid for appearing in the test/interview.
- For more queries and information, email: [hr@aroruniversitysindh.edu.pk](mailto:hr@aroruniversitysindh.edu.pk)

**Director (Human Resources)**  
**Aror University of Art, Architecture, Design and Heritage Sindh, RCW, Rohri**  
**Bypass, Sukkur, Sindh 65400.**  
**071-9311303**