



**CAREER OPPORTUNITIES**

Applications are invited from experienced and qualified candidates against the following positions on a contract basis, bearing Sindh domicile.

S#	Name of the Post & Pay Scale	No of Posts	Qualification/Experience	Competencies
1	<b>Deputy Director Finance (BPS-18 Equivalent) Age Max. 50Y</b>	01	Chartered Accountant/ACCA//ICMA/Master's Degree (Finance/Accounting) in first division or equivalent qualification from HEI recognized by the HEC. <b>Experience</b> At least 6-7 years of relevant experience at BPS 17 and above or equivalent in the position of handling financial matter in Higher Education Institution under Government/Semi Government/Autonomous bodies or reputable organization.	<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>Advance level working experience, including deployment of ERP Environment/platforms.</li> </ul>
2	<b>Deputy Controller of Examination (BPS-18 Equivalent) Age: Max.50Y</b>	01	The applicant must possess a Masters' degree in Business Administration/Social Sciences or in the relevant discipline from an international or HEC recognized institution/University. <b>Experience</b> At least 10 years of experience in teaching/ academics/ examination/assessment management, in an academic environment or in the relevant field, in Higher Education Institution/University under Government/Semi Government/Autonomous bodies.	<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>Must possess organizational and planning skills.</li> <li>Excellent interpersonal and communication skills.</li> <li>Demonstrated ability to manage pre and post-examination process.</li> <li>Must possess good knowledge of Outcome Based Assessment (OBA).</li> </ul>
3	<b>Assistant Director Human Resources (BPS-17 Equivalent) Age: Max. 45Y</b>	01	Master's degree in business administration with focus on HR or master's in social sciences, or relevant discipline. <b>Experience</b> At least 08 to 10 years of progressive experience in handling HR related matters, with focus on talent onboarding process, especially, arranging selection committees, selection boards, HR operations, payroll processing and related matters in a Higher Education Institution/University under Government/Semi Government bodies.	<ul style="list-style-type: none"> <li>Tech-savvy</li> <li>Excellent drafting skills</li> <li>Presentation skills</li> <li>Negotiation skills</li> <li>Handling of staff queries</li> <li>Managing staff files and records</li> </ul>



## Directorate of Human Resources

4	<p><b>Assistant Director Finance (BPS- 17 Equivalent) Age: Max. 45Y</b></p>	01	<p>At least CA/ACCA/ICMA Finalist or Masters' degree in (Finance/Accounting) or equivalent in first division/class, from University/Institution recognized by the HEC. <b>Experience</b> At least 3-4 years of relevant experience, ideally in Higher Education Institution/University of high repute or reputable organization.</p>	<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>
5	<p><b>Assistant Registrar (BPS- 17 Equivalent) Age: Max.45Y</b></p>	02	<p>Minimum master's degree is social sciences preferably in First Class, or equivalent qualifications from HEC recognized university. <b>Experience</b> At least 05 years' experience in general administration, services management at Higher Education Institution/University or reputable institutes/organization at BPS 16 or equivalent position.</p>	<ul style="list-style-type: none"> <li>• Excellent knowledge of MS Office, particularly advanced excel.</li> <li>• Excellent communication skills, preferably in both English and the national language.</li> <li>• Must have excellent organizational and interpersonal skills.</li> <li>• Hands on with procedures at university level</li> <li>• Ability to provide student-focused services.</li> </ul>
6	<p><b>Internal Auditor (BPS- 17 Equivalent) Age: Max.45Y</b></p>	01	<p>Must be a CA finalist/ Qualified ACCA/CIA or Master's degree in (Finance/Accounting) or equivalent in first division/class, from University/Institution recognized by the HEC. <b>Experience</b> At least 5 years of progressive experience in establishing and auditing internal controls, Audit Charter, budgeting, and hands-on with Risk Mitigation Framework. Related experience in the HEC recognized Institution/University is preferred.</p>	<ul style="list-style-type: none"> <li>• Tech-savvy</li> <li>• Fin-tech expert</li> <li>• Hands with Office automation tools such MS Office</li> <li>• Hands on with ERP environment and process controls risk assessment.</li> </ul>
7	<p><b>Lecturer – Applied Mathematics Applied Physics (BPS- 18 Equivalent) Age: Max.45Y</b></p>	03	<p>First Class MS/MPhil/equivalent degree awarded after 18 Years of education in the relevant field from an HEC recognized University/Institution with no 3rd division in the academic career.  Condition of no 3rd division shall not be applicable in the qualification of appointment as lecturer in Universities or Degree Awarding Institutions provided that the candidate holds a higher degree viz PhD or equivalent degree with not more than one 3rd division in entire academic career. <b>Experience</b> Nil</p>	<ul style="list-style-type: none"> <li>• Excellent communication and presentation skills</li> <li>• Demonstrated ability to manage classroom</li> <li>• Excellent counseling skills</li> </ul>



**INSTRUCTIONS:**

- Applications should include an application form (can be downloaded from website **www.aroruniversitiesindh.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**, through a Bank Challan /DD (**nonrefundable**) in favor of **Aror University of Art, Architecture, Design & Heritage**.
- Please visit <https://aroruniversitiesindh.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.
- 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@aroruniversitiesindh.edu.pk](mailto:hr@aroruniversitiesindh.edu.pk)
- Females are encouraged to apply.

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