



CAREER OPPORTUNITIES

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

S#	Name of the Post & Pay Scale	Qualification/Experience	Competencies
1	Lecturer (BPS-18 Equivalent) Age limit:45Y Max	Zoology	Excellent communication and presentation skills. Demonstrated ability to manage classroom. Excellent counseling skills.
2		Chemistry	
3		Islamic Studies	
4		Computer Science & Information Technology	
5		Environmental Science	
6		Applied Mathematics	
7		Physics	
8	Deputy Director (BPS-18 Equivalent) Age limit: 50Y Max	Finance Chartered Accountant/ACCA//ICMA/Master's Degree (Finance/Accounting) in first division or equivalent qualification from HEI recognized by the HEC. Experience At least 6 to 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.	Tech-savvy Fin-tech expert Exposure to financial reporting Hands-on with Peachtree, Advanced Excel and related software. Advance level working experience, including deployment of ERP Environment/platforms.
9	Deputy Controller (BPS-18 Equivalent) Age limit:50Y Max	Examination 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. Experience At least 6 to 7 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.	Excellent communication (oral and written) and negotiation skills Problem solving and must be solution driven Must possess organizational and planning skills. Excellent interpersonal and communication skills. Demonstrated ability to manage pre and post-examination process. Must possess good knowledge of Outcome Based Assessment (OBA).
10	Assistant Director (BPS-17 Equivalent) Age limit: 45Y Max	Human Resources Master's degree in business administration with focus on HR or master's in social sciences, or relevant discipline. Experience At least 3 to 4 years of progressive experience in handling HR related matters, with focus on talent on boarding 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.	Tech-savvy Excellent drafting skills Presentation skills Negotiation skills Handling of staff queries Managing staff files and records
11	Assistant Director (BPS- 17 Equivalent) Age limit: 45Y Max	Finance 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. Experience At least 3 to 4 years of relevant experience, ideally in Higher Education Institution/University of high repute or reputable organization.	Tech-savvy Fin-tech expert Exposure to financial reporting Hands-on with Peachtree, Advanced Excel and related software. Working experience of ERP Environment/platforms.



Directorate of Human Resources

12	Assistant Registrar (BPS- 17 Equivalent) Age limit: 45Y Max	Registrar Office	Minimum master's degree in social sciences preferably in First Class, or equivalent qualifications from HEC recognized university. Experience At least 3 to 4 years' experience in general administration, services management at Higher Education Institution/University or reputable institutes/organization at BPS 16 or equivalent position.	Excellent knowledge of MS Office, particularly advanced excel. Excellent communication skills, preferably in both English and the national language. Must have excellent organizational and interpersonal skills. Hands on with procedures at university level Ability to provide student-focused services.
13	Internal Auditor (BPS- 17 Equivalent) Age limit: 45Y Max	-	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. Experience At least 3 to 4 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.	Tech-savvy Fin-tech expert Hands with Office automation tools such MS Office Hands on with ERP environment and process controls risk assessment.
14	Horticulturist (BPS- 17 Equivalent) Age limit: 45Y Max	-	Preferably master's degree in Botany/Horticulture or related discipline from a HEC recognized university. OR bachelor's degree in Social Sciences, Agriculture, Botany, or in the relevant field from HEC recognized University/Institution. Experience At least 4 to 6 years of managing/plotting flower beds, nurseries, of which, 4 years as master planner of gardens and curation greenbelts.	Excellent understanding of curation nurseries Understanding of various plants, trees and flowers with their potential to sustain weather. Understanding of soil and its impact on plantations. Excellent knowledge about the various irrigation methods, especially in arid zones and rocky terrain. Hands on knowledge about the drip irrigation method shall be an added advantage.

INSTRUCTIONS:

- Those who have already applied / submitted their applications for the post(s) from Sr. 06 to 13, need not to re-apply as their previously submitted applications are considered to be added in the pool for screening.
- Applications should include an application form (downloaded from the website <https://aroruniversitiesindh.edu.pk/careers>), a detailed resume, two latest photographs, duly attested photocopies of the certificates/ degrees, names and contact of two professional referees (not relative), along with payment of **PKR 3000** through Demand Draft (nonrefundable) in favor of **Aror University of Art, Architecture, Design & Heritage**.
- 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, experience and age.
- 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 to cancel advertisement as part or whole, increase or decrease number of post(s), or with holds the appointment or interview at any stage, without assigning any reason.
- Only eligible/shortlisted candidates shall be called for interview/ written test on the mailing address / Call letter.
- 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
- Females are encouraged to apply.

Director (Human Resources)
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