



UNIVERSITY OF PESHAWAR

SITUATION VACANT

Applications are invited from Pakistani citizens on prescribed forms available from the Reception Counter of the University of Peshawar OR the University website <http://uop.edu.pk/jobs/> for the project "Strengthening of University of Peshawar" for the following positions purely on contract basis initially for a period of one year.

1. In charge Career Development Centre (Pay Rs. 92,744/- BPS-19) (One)

Qualification and Professional Experience:

Master's degree in Management Sciences preferably with specialization in Human Resource/Career Development, with First division from an HEC recognized University/Institution with 12 years' experience in teaching /administration in the University/Government/Autonomous Bodies / National /International organizations in BPS- 17 and above/Officer Level.

2. Director, Fund Raising (Pay Rs. 92,744/- BPS-19) (One)

Qualifications and Professional Experience:

Master's degree in Management Science/Commerce/Economics/Finance with First division from an HEC recognized University/Institution with 12 years' experience in teaching /administration in the University/ Government/Autonomous Bodies/National/International organizations in BPS- 17 and above/ Officer Level.

3. Director, Communication (Pay Rs. 92,744/- BPS-19) (One)

Qualifications and Professional Experience:

Master's degree in Journalism/English/Mass Communication/Media Studies/Management Sciences with First division from an HEC recognized University/Institution with 12 years' experience in teaching /administration in the University/ Government/Autonomous Bodies/ National/International organizations in BPS- 17 and above/ Officer Level.

4. Career Development Officer (Pay Rs. 64,499/- BPS-18) (One)

Qualifications and Professional Experience:

Master's degree in Management Science preferably with specialization in Human Resource/Career Development, with First division from an HEC recognized University/Institution with 5 years' experience in teaching /administration in the University/ Government/Autonomous Bodies/ National/International organizations in BPS- 17 and above/ Officer Level.

5. Deputy Director Fund Raising (Pay Rs. 64,499/- BPS-18) (One)

Qualifications and Professional Experience:

Master's degree in Management Science/Commerce/Economics with First division from an HEC recognized University/Institution with 5 years' experience in teaching /administration in the University/ Government/Autonomous Bodies/National/International organizations in BPS- 17 and above / Officer Level.

6. Assistant Director (Fund Raising) (Pay Rs. 53,704/- BPS-17) (One)

Qualifications:

Master's degree in Management Science/Commerce/Economics with First division from an HEC recognized University/Institution.

7. Administrative Assistant (Pay Rs. 36,735/- BPS-16) (Two)

Academic and Professional Qualifications:

Four-Year Bachelor Degree in Computer Science/ IT /Software Engineering/Management Sciences, from HEC recognised university. The candidate must be proficient in Microsoft Office.

Screening test (written) for the post(s) at S. No. 06 and 07 will be held as per following schedule:

S#	Name of Posts	Date & Place
1	Assistant Director (Fund Raising)	14 th March, 2018 at 10.00 am at Convocation Hall, Main Administration Block University of Peshawar
2	Administrative Assistant.	15 th March, 2018 at 10.00 am at Convocation Hall, Main Administration Block University of Peshawar

No separate call letters for screening test will be issued.

Candidates are required to submit their application forms along with photocopies of complete documents duly attested i.e. one recent passport size photograph, National Identity Card (NADRA), Educational Testimonials, Domicile and Experience/Service Certificates etc. with a Bank Receipt/ Draft (non-refundable) (Account No. 6290-2, National Bank of Pakistan, University Campus Branch) of Rs. 2500/- for the posts of BPS-19, Rs 2000/- for the posts of BPS 17 &18 and RS 1000/- for the post of BPS-16, in favor of the Treasurer, University of Peshawar and should reach the Directorate of Planning and Development, University of Peshawar, **on or before 28th February, 2018.**

Note:

- Relevancy of the degree will be determined by the Scrutiny Committee
- In-service candidates should apply through proper channel. They must submit No Objection Certificate (s) from the concerned departments/institutions along with the application forms.
- Incomplete applications and those received after due date shall not be entertained.
- Errors, if any, are liable to rectification by the University.

Director

Planning & Development

University of Peshawar