



BE A PART OF WINNING TEAM – JOIN VIRTUAL UNIVERSITY
AN EQUAL OPPORTUNITY EMPLOYER

Virtual University of Pakistan requires the services of bright & motivated individuals, on three years extendable contract for the following positions:

ACADEMICS

PROFESSOR: (COMPUTER SCIENCE / MANAGEMENT SCIENCE / EDUCATION) [LAHORE]

(Starting Salary: Rs.150,350/- all inclusive)

Qualifications and experience as prescribed by the Higher Education Commission*. Must have excellent command over spoken and written English. IT proficiency is a must.

ASSOCIATE PROFESSOR:(COMPUTER SCIENCE/MANAGEMENT SCIENCE/EDUCATION) [LAHORE]

(Starting Salary: Rs.96,100/- all inclusive)

Qualifications and experience as prescribed by the Higher Education Commission*. Must have excellent command over spoken and written English. IT proficiency is a must.

TUTOR / INSTRUCTOR: COMPUTER SCIENCE, BUSINESS ADMINISTRATION / PUBLIC ADMINISTRATION, ECONOMICS, MASS COMMUNICATION, MATHEMATICS , PAK STUDIES, ENGLISH

(Starting Salary: Rs.24,800/- all inclusive)

Qualifications: As prescribed by the Higher Education Commission for the post of Lecturer in a University*. Command over English and IT proficiency are required.

**The current HEC qualifications & experience are given on the HEC website*

<http://www.hec.gov.pk/InsideHEC/Divisions/QALI/QualityAssurance/QADivision/Pages/EligibilityCriteria.aspx>.

EXAMINATIONS

(Starting Salary: Rs.150,350/- all inclusive)

CONTROLLER EXAMINATION [LAHORE]

Qualification: PhD from HEC recognized University / Institution. **Experience:** At least 15 years experience in a university or degree awarding institution in teaching / research / administration / examination department. Must have excellent command over spoken and written English. IT proficiency is a must.

ASSISTANT CONTROLLER EXAMINATION [LAHORE]

(Starting Salary: Rs.24,800/- all inclusive)

Qualification: Four (4) Years BS degree in Computer Science/IT or equivalent (1st division) from HEC recognized University / Institution with no 3rd division in the academic career.

REGISTRAR'S OFFICE

REGISTRAR [LAHORE]

(Starting Salary: Rs.150,350/- all inclusive)

Qualification: PhD from HEC recognized University / Institution. **Experience & Skills:** At least 15 years experience in a University environment in teaching / research / administration. Must have excellent command over spoken and written English. IT proficiency is a must.

DEPUTY REGISTRAR [LAHORE]

(Starting Salary: Rs.78,275/- all inclusive)

Qualification: Ph.D. from HEC recognized university/institution (OR) 1st Class Master's degree or equivalent from HEC recognized University / Institution with no 3rd division in the academic career. **Experience and Skills:** At least 5 years post qualification experience (OR) 10 years post qualification experience in case of Masters, in a University environment in teaching/research/ administration. Strong interpersonal and communication skills are required. Must have excellent command over spoken and written English. IT Proficiency is a must.

ASSISTANT REGISTRAR [FOR LAHORE, RAWALPINDI, KARACHI, PESHAWAR, FAISALABAD & GUJRANWALA]

(Starting Salary: Rs.24,800/- all inclusive)

Qualification: Master's degree or equivalent (at least 2nd division) from HEC recognized University / Institution. **Experience & Skills:** At least 3 years post-qualification experience in office administration in a University/educational institution. IT proficiency is a must.

ADMINISTRATION

DEPUTY DIRECTOR ADMINISTRATION

(Starting Salary: Rs.60,450/- all inclusive)

Qualification: At least 2nd Division Master's degree in Public or Business Administration or Human Resource Management from HEC recognized University / Institution. **Experience and Skills:** At least 7 years post qualification experience in multinational /national government, semi-government organizations or universities. Command over spoken and written English as well as IT proficiency are a must.

REGIONAL CAMPUS MANAGER [SOUTH (KARACHI)]**(Starting Salary: Rs.60,450/- all inclusive)****Qualification:** Master's degree or equivalent (16 years of education) from HEC recognized University / Institution with at least 2nd division. **Experience and Skills:** Seven years post qualification experience in administration or management with at least three years in a middle/senior management position. Good management and interpersonal skills with command over written and spoken English are a must. IT proficiency is required.**CAMPUS MANAGER [KARACHI, GUJRANWALA, FAISALABAD]****(Starting Salary: Rs.43,400/- all inclusive)****Qualification:** Masters degree or equivalent (16 years of education) from HEC recognized University / Institution with at least 2nd division. **Experience & Skill:** Three years post qualification experience in case of Business Administration, Public Administration, Computer Science, Information Technology or five years post qualification experience for all other disciplines. Good management and interpersonal skills with command over written and spoken English are a must. IT proficiency is required.**NETWORKING****NETWORK ADMINISTRATOR [LAHORE, ISLAMABAD, FAISALABAD, SAHIWAL, KARACHI, BADIN & SANGHAR]****(Starting Salary: Rs.31,000/- all inclusive)****Qualification:** 4-year BS (CS/IT) (OR) BE(EE) or equivalent (at least 2nd Division) from HEC recognized University/Institution with Network certification. **Experience & Skill:** At least 2 Years post qualification experience of designing, implementing and maintaining complex networks; capability to handle firewalls, routers, switches and other LAN/WAN equipment. Proficiency in installing, configuring and troubleshooting web, file, mail, DBMS, DNS and proxy servers etc. under Windows/Linux environments is required. Must be fluent in written and spoken English.**ASSISTANT NETWORK ADMINISTRATOR [LAHORE, ISLAMABAD, RAWALPINDI, FAISALABAD, SAHIWAL, KARACHI, BADIN & SANGHAR]****(Starting Salary: Rs.18,600/- all inclusive)****Qualification:** 4-year BS(CS/IT) (OR) BE(EE) or equivalent (at least 2nd Division) from HEC recognized University/Institution.**INFORMATION TECHNOLOGY****SOFTWARE ENGINEER [LAHORE]****(Starting Salary: Rs.31,000/- all inclusive)****Qualification:** 4-Year BS degree in Computer Science/IT or equivalent (1st division) from HEC recognized University / Institution. **Experience and Skills:** At least 2 Years post qualification experience of designing, developing and deploying complex software systems. Fluency in spoken and written English is required. Good domain knowledge of Learning and Content Management Systems as well as current programming tools and languages is a must. Experience of developing desktop and Internet based applications with strong database management skills is required. Excellent interpersonal skills will be an asset.**TELEVISION****GRAPHIC DESIGNER [LAHORE]****(Starting Salary: Rs.31,000/- all inclusive)****Qualification:** BFA or equivalent degree from HEC recognized University/Institute, specializing in visual communication, multimedia or graphic design. **Experience & Skill:** At least 3 years experience with at-least 1 year experience of creating graphics / animation. Proficiency in current graphic, design, illustration, animation, 3-D software as well as knowledge of non-linear editing programs is required. IT proficiency is a must.**ASSISTANT PROGRAM PRODUCER [LAHORE]****(Starting Salary: Rs.31,000/- all inclusive)****Qualification:** Bachelor's degree or equivalent from HEC recognized University / Institution. **Experience & Skill:** At least 3 years Television program production experience. Experience in producing programs independently using multiple cameras through switcher is a must. Knowledge of latest production techniques and equipment is required.**RECTOR OFFICE****SECRETARY [LAHORE]****(Starting Salary: Rs.31,000/- all inclusive)****Qualification:** MBA/MPA or 16 years of formal education (at least 1st Div.) from HEC recognized University / Institution. **Experience & Skill:** At least 2 years relevant experience is required. Strong IT skills and excellent command over written and spoken English are a must.**PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE APPLYING:**

1. Maximum Age Limit is 60 years.
2. Those already in the government /semi-government service or autonomous bodies will be required to bring 'No Objection Certificate' from their employer, at the time of interview.
3. Part time, honorary, apprenticeship and internee experience will not be counted towards experience.
4. Only eligible candidates will be called for test / interview.

5. The candidate, who wants to apply for more than one post, must apply separately for each post.
6. The candidates should attach scanned copy of paid Voucher worth Rs.500/- for each post(s) in favour of Virtual University of Pakistan, Lahore. The amount can be deposited in all branches of Habib Bank Limited or Bank Alfalah (excluding Islamic Banking Branches of Bank Alfalah).
7. Incomplete / late applications will not be entertained.
8. Kindly attach your CV with the application.
9. Virtual University of Pakistan reserves the right to reject any or all applications, without assigning any reason.

APPLICANT SHOULD APPLY ONLINE THROUGH VIRTUAL UNIVERSITY'S WEBSITE (www.vu.edu.pk/jobs).

LAST DATE FOR APPLYING IS JUNE 14, 2010.

For further information, please contact at:

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