

**AN EQUAL OPPORTUNITY EMPLOYER
BE PART OF A WINNING TEAM**

Virtual University of Pakistan requires the services of bright & motivated individuals for its Business Incubation Centre (BIC), a Two (02) Years long project, for the following position(s):

Sr. #	Designation	Placement & Seats	Eligibility Criteria
1	Manager Communication & Marketing Lump Sum Salary: PKR 90,000/- per month	01 (Islamabad)	<p>Qualification: Master degree representing 16 years of Qualification (2nd Division) in Business Administration/Management, preferably specialization in Marketing.</p> <p>Experience: 04 years of post-qualification marketing experience in corporate sector/SMEs/Business Development/Start-Ups/Financial Sector. Social Media/E-Marketing experience in business incubation/corporate sector will be preferred.</p> <p>Skills: Excellent spoken, written, research and IT skills.</p>
2	Manager Business Development Lump Sum Salary: PKR 90,000/- per month	01 (Islamabad)	<p>Qualification: Master degree representing 16 years of Qualification (2nd Division) in Business Administration/Management, preferably specialization in Entrepreneurship.</p> <p>Experience: 04 years of post-qualification experience in corporate sector/SMEs/Business Development/Start-Ups/Financial Sector. Experience to work in incubation center will be an added advantage.</p> <p>Skills: Excellent spoken, written, research and IT skills.</p>
3	HR & Finance Officer Lump Sum Salary: PKR 60,000/- per month	01 (Islamabad)	<p>Qualification: Master degree representing 16 years of Qualification (2nd Division) in Business Administration/Management, preferably specialization in HR or Finance.</p> <p>Experience: 03 years of experience in corporate sector / academics.</p> <p>Skills: Good spoken, written, research and IT skills.</p>
4	IT & Admin Officer Lump Sum Salary: PKR 60,000/- per month	01 (Islamabad)	<p>Qualification: Master degree representing 16 years of Qualification (2nd Division) in Business Administration/Management</p> <p>Experience: 03 years of post-qualification experience of record keeping, maintenance of accounts and compilation of reports. IT proficiency is a must.</p>

PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE APPLYING:

1. Age of Superannuation is 60 years. Superannuated need not to apply.
2. Those already in the government/semi-government service or autonomous bodies will be required to upload 'No Objection Certificate (NOC)' from their current employer, at the time of submission of online Job Application and also bring it at the time of interview.
3. Part time, honorary, visiting, apprenticeship, freelancing and internee experience will not be counted as experience.
4. Only eligible/short listed candidates will be contacted individually for interview.

5. All Posts shall be applied online at www.vu.edu.pk/jobs. It is mandatory to fill all relevant information on online job application form. In case any information is missing or fake, application(s) will not be processed.
6. Information claimed in online application form shall be treated as final, subsequent claims, earlier not given in online application form, are considered afterthought and an attempt to become eligible. Such subsequent claims shall not be accepted.
7. Candidates, who want to apply for more than one post/location, must apply separately for each post/location.
8. Candidates shall sign an affidavit, at the time of interview stating that he/she is not dual national.
9. In case of selection the candidate shall not keep dual job, in any manner.
10. In case of selection/appointment, candidate(s) shall submit medical fitness certificate, issued by Medical Superintendent (MS) of Civil/Government Hospital.
11. In case, any deficiency is observed in the eligibility of the candidate or fake/incomplete information is provided by the candidate, his/her candidature will be cancelled or his/her job will be terminated, immediately, at any stage.
12. No TA/DA will be admissible for appearing in interview.
13. Tax from monthly salary will be deducted as per rule.
14. Virtual University of Pakistan reserves the right to reject any or all applications, at any stage, without assigning any reason.

Applicants should apply online: www.vu.edu.pk/jobs. Last date of application: Thursday, September 21, 2023.

For further information, please contact:
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