



CAREER OPPORTUNITIES

(With attractive and market competitive salary package)

Shaheed Benazir Bhutto University, Shaheed Benazirabad invites applications from experienced qualified candidates against the following non-teaching positions on a contract basis, bearing "Sindh" province domicile, possessing required qualification, experience, skills etc as mentioned against each. All positions are on purely contract basis and likely to be extended subject to satisfactory performance.

S. No.	Name of the Position & Pay Scale	Position Description and Criteria
1	<p>Director Human Resources (BPS-19/20 Equivalent) Age limit: 55Y Max</p>	<p>MBA in Human Resources or Equivalent qualification from a HEC recognized University. International certifications/training in HR related subjects is a plus.</p> <p>Experience: At least 15 to 17 years of progressive leadership experience in Human Resources, of which, at least 5 years of experience on a leading role in HR, especially in a public sector university, autonomous body or a large multi-national organization of a global repute.</p> <ul style="list-style-type: none"> • Very Good Communication skills • Proven experience of developing University Statutes, Policies, Structures and University Code. • Experience developing working papers of statutory bodies of the University/HEI. • Demonstrated ability to develop staff/faculty benefits schemes/program. • Hands-on experience of developing organization wide KPIs is a must. • Well versed in organizational restructuring process, including but not limited to eliminating redundancies and role overlap. • HR strategy roadmap using scientific and conventional methods. • successfully launched staff/student mental wellbeing programs.
2	<p>Deputy Director QEC – AC (Affiliated Colleges) (BPS-18 Equivalent) Age limit: 45Y Max</p>	<p>Master Degree in 1st class or Equivalent qualification, preferably from a HEC recognized University.</p> <p>Experience: Around 10 years of experience in handling HEC related matters in the QEC/Affiliated Colleges and other equivalent of a public sector HEI/University.</p> <ul style="list-style-type: none"> • Understanding of University accreditation process and conducting self-assessment of the accredited programs. • Understanding of reporting mechanism and stakeholder management on HEC related compliances. • The incumbent having demonstrated experience in preparing working papers of University statutory bodies will be a plus.
3	<p>Personal Secretary to the Vice Chancellor (BPS-18 Equivalent) Age Limit: 45Y Max</p>	<p>MBA/Master in 1st class or equivalent qualification from a HEC reorganized University.</p> <p>Experience: At least 06 to 08 years of experience in handling University/educational institute related matters in the administrative/office work of a public sector HEI/University or Other reputable Organizations, of which at least 02 to 03 years of experience in Vice Chancellor Secretariat.</p> <ul style="list-style-type: none"> • Strong communication skills • Understanding of reporting mechanism and stakeholder management on HEC/ University & Boards, GoS related compliance • The incumbent having experience in MS office • Experience in maintaining meetings diary.



4	Software Engineer/programmer (BPS – 18 Equivalent Depending in experience) Age Limit: 45Y Max	Master's Degree in 1 st class in Computer Science, Information Technology, Software Engineering or a closely related field from HEC recognized institutes. Experience: At least 06 to 08 years Software Development / Programming experience in reputable institute/organization. Out of 08 years' at least 02 to 03 years of experience should be in HEC recognized HEI/University at BPS-17 scale or equivalent. <ul style="list-style-type: none">• Researching, Designing, Implementing and managing Software programs.• Testing and evaluating new programs and identifying areas for modification in existing system.• Writing and implementing efficient code.• Ability to develop software in Java, C#, PHP, or other programming languages.• Excellent knowledge of relational databases, SQL and Enterprise system, technologies.• Experience in developing web applications using at least one popular web framework.• Experience with test-driven development.• Proficiency in software engineering tools.
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NOTE:

- Applications should include an application form (downloaded from the website <https://www.sbbusba.edu.pk/sbbu-main/career>), a detailed resume, copy of CNIC, two latest photographs, duly attested photocopies of the certificates/degrees, experience certificates along with contact of two professional referees (from previous organizations), with payment of **PKR 5000/-** through Bank Challan /DD (nonrefundable) in favor of **"Director Finance, Shaheed Benazir Bhutto University, Shaheed Benazirabad"**, latest by June 15, 2023
- Application must reach the office of the **Directorate of HR, Admin Block Shaheed Benazir Bhutto University, Near Landhi Stop, Sakrand Road Nawabshah** on or before **15-06-2023**, during the office hours via registered postal service only.
- All positions are contractual for the period of 04 years, extendable (based on performance and E&D compliance, subject to the approval of competent forum) and likely to be regularized as per university policy as non-pensionable Service as and when applicable.
- SBBU is an equal opportunity employer.
- No TA/DA will be admissible for interview/test.
- Only shortlisted candidate will be contacted for interview/test through mailing address and phone.
- Application received after due date or incomplete applications in any respect, will not be entertained.
- Candidate applying more than one position, need to submit separate application form and DD/Pay order.
- The University reserves the right to cancel advertisement as part or whole, at any time of the recruitment process.

Directorate of HR
Shaheed Benazir Bhutto University,
Shaheed Benazirabad
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