DHA SUFFA UNIVERSITY
MANAGEMENT STAFF REQUIRED

DHA, Karachi has established a state-of-the-art university to offer PhD/MS/BE Programs in Mechanical, Electrical (with specialization in Power Systems, Electronics, Telecom, Computer Engineering), Computer Science and BBA / MBA.

The University invites applications for various posts:

REGISTRAR
QUALIFICATION AND EXPERIENCE REQUIREMENT
- Masters degree from a renowned HEC recognized university/institute.
- Having any/combination of the following experience in an HEC recognized university/institute:
  a. 10 years of experience as Registrar/Dean/Director/Controller of Examinations/HOD/Chairperson of a Department OR
  b. 15 years of experience as Deputy/Assistant Registrar/Deputy Director/Deputy Controller of Examinations/Co-Chairperson of a Department OR
  c. 20 years of experience in combination of both a & b above.
- Must be fully conversant with university statutes, rules, procedures, QE policies and grading systems.
- Proficiency in MS Office (Word, Excel, PowerPoint).
- Excellent communication skills in English.
- Outstanding inter-personal skills and ability to lead the team.
- Proven ability and experience of interacting effectively with the regulatory bodies.

DIRECTOR QEC
QUALIFICATION AND EXPERIENCE REQUIREMENT
- Masters degree from a renowned HEC recognized university/institute.
- 10 years of relevant experience in a reputable HEC recognized university/institute.
- Capable and efficient in using IT.

ASSISTANT MANAGER IT
QUALIFICATION AND EXPERIENCE REQUIREMENT
- BE/MCS or equivalent from a renowned HEC recognized university/institute.
- Minimum 3 years experience of System Administration or Software Development in a reputable institute/university/organization.
- Expertise in web application development in PHP and Java environments; System Administration expertise for Linux and Windows Servers, and expert knowledge of TCP/IP protocols.

NOTES:
1. Salary & Fringe Benefits: Commensurate with the qualification, experience and potential of the individual to contribute in the growth of the University.
2. The applicants must fill the DSU Non-Teaching Job Application Form which can be downloaded from the DSU website.
3. Eligible candidates should send their duly filled Application Form to the Assistant Registrar on the address given below through post/courier service/email latest by 22 November 2013.
4. Only short listed candidates will be called for interview.
5. No TA/DA will be admissible.

For any query please contact:
Assistant Registrar Office, DHA Suffa University
DG-78, Off Khayaban-e-Tufail, Ph-VII (Ext), DHA, Karachi – 75500
Tel: 021-35244852-54 (Ext. 2045)
Email: asst.registrar@dsu.edu.pk
Website: www.dsu.edu.pk