DHA SUFFA UNIVERSITY

Non-Teaching Officers & Non-Teaching Staff Required

DHA Suffa University, Phase VII (Ext.) DHA Karachi, invites applications for following posts:

Manager IT

Qualification and Experience Requirement
- Bachelors and Masters degrees in Computer Engineering / Science from a renowned HEC recognized university/institute.
- Industry standard certifications in enterprise operating systems; Linux Shell and C programming expertise; Advanced Linux and Open Source expertise.
- Minimum seven (7) years of related professional work experience in design and operations of Data Center, Servers and Storage Systems; Networking and Telecommunication Equipment; Internet Access systems and Firewalls; Network Management System; VoIP System and Thin Client and Desktop PC hardware; Directory Services; Terminal Services and Thin Client Computing; Desktop Support Services; and Printing Services.

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.

Audit Officer

Qualification and Experience Requirement
- ACMA/CA (Finalist)/ACCA/CIA/CFE/CICA/MBA(Finance) from a renowned HEC recognized university/institute.
- 5 years of relevant experience with at least 3 years at managerial level in a reputable organization.
- Excellent Knowledge of IT and proficiency in MS Office (Word, PowerPoint, Excel).

Assistant Audit Officer

Qualification and Experience Requirement
- CMA(Finalist)/ACMA/CA(Inter)/ACCA/CIA/MBA(Finance)/ CICA/CFE.
- 3 years of relevant experience
- Excellent Knowledge of IT and proficiency in MS Office (Word, PowerPoint, Excel).

Office Supervisor

Qualification and Experience Requirement
- BSc/BA/BCom/BBA or equivalent (Masters shall be preferred).
- 10 years of relevant experience.
- Typing speed minimum 45 words per minute.
- Good communication skills in English and Urdu.
- Excellent Knowledge of IT and proficiency in MS Office (Word, PowerPoint, Excel).

Office Assistant

Qualification and Experience Requirement
- Intermediate or equivalent (candidate with Bachelors degree will be preferred).
- 2 years of relevant experience. Typing speed 30 words per minute.
- Knowledge of IT and proficiency in MS Office (Word, PowerPoint, Excel).

Lab Assistant

Qualification and Experience Requirement
- Diploma or Bachelors degree in relevant field.
- 2 years of relevant experience.
- Knowledge of IT and proficiency in MS Office (Word, PowerPoint, Excel).

Mechanical Transport Driver

Qualification and Experience Requirement
- Matric or equivalent.
- Shall be in possession of Civil Driving License.
- Candidate with staff car driving experience and ex-Armed Forces personnel will be preferred.

Janitor

Qualification and Experience Requirement
- Adult male/female preferably literate and able to read and write.