Virtual University

BECOME PART OF A VIBRANT ORGANIZATION

Virtual University of Pakistan is the fastest growing university established by the Government of Pakistan. In a short span of time it has achieved many milestones. VU is spreading world class education to every doorstep through television and internet.

Virtual University invites applications from suitably qualified individuals for the following 3 years extendable contract positions:

ACADEMIC

(Starting Salary Rs.50,000) all inclusive
ASSISTANT PROFESSORS: COMPUTER SCIENCE / BUSINESS ADMINISTRATION/ PUBLIC ADMINISTRATION/MASS COMMUNICATION/PSYCHOLOGY
Ph.D. in the relevant field from HEC recognized university/institution. (OR) First Class Master's degree (foreign) (OR) M.Phil (Pakistan) or equivalent degree as determined by the HEC in the relevant field from HEC recognized University/Institution. **Experience & Skill:** No experience is required for PhD. For non PhD at least 4 years post qualification teaching /research experience in a recognized university or a post-graduation institution or professional experience in the relevant field in a national or international organization. Command over English and IT proficiency are required.

(Starting Salary Rs.35,000) all inclusive
LECTURERS: BUSINESS ADMINISTRATION / PUBLIC ADMINISTRATION (MARKETING, MANAGEMENT, HRM, MIS, IT, BANKING) / COMPUTER SCIENCE / MATHEMATICS / ENGLISH / MASS COMMUNICATION / PSYCHOLOGY
First Class Master's Degree OR equivalent awarded after 16 years of education in the relevant field from an HEC recognized university / institution with no 3rd Division in the academic career. (Relaxable to at least 2nd division in case of Master's degree in English). Furthermore, the candidates with 2nd Division in the Master's Degree but holding higher degree i.e. M.Phil/PhD or equivalent degree with 18 years of education could be considered. **Experience & Skill:** At least 4 years post qualification teaching/research experience in a recognized university or a post-graduate institution or professional experience in the relevant field in a national or international organization. Experience of an e-Learning environment will be preferred. Command over English and IT proficiency are required.

(Starting Salary Rs.20,000) all inclusive
TUTORS / INSTRUCTORS: BUSINESS ADMINISTRATION / PUBLIC ADMINISTRATION (MARKETING, MANAGEMENT, FINANCE, HRM, MIS, IT, BANKING) / MASS COMMUNICATION / COMPUTER SCIENCE / COMPUTER SCIENCE(SOFTWARE PROJECTS)
Qualification: First Class Master's degree or Bachelors degree – Equivalent to 16 Years of education in the relevant field with no 3rd division in the academic career from HEC recognized University/Institution. (Relaxable to at least 2nd division in case of Master's degree in English)
Experience & Skill: No Experience Required. Command over English and IT proficiency are required.

INFORMATION TECHNOLOGY

(Starting Salary Rs. 50,000) all inclusive
WEBMASTER (FOR LAHORE)
Qualification: 4-Year BS degree in Computer Science/IT or equivalent (1st division) from HEC recognized University / Institution **Experience & Skill:** At least 5 years of post-qualification web development and deployment experience with good coordination / management skills. Excellent English writing & communication skills are mandatory. Should have experience with a wide variety of operating systems including Open Source. Knowledge of configuring web-servers

such as IIS, Apache etc. and proficiency in current web-development languages and tools is required.

(Starting Salary Rs. 40,000) all inclusive
SYSTEM ANALYST (FOR LAHORE)
Qualification: 4-Year BS degree in Computer Science/IT or equivalent (1st division) from HEC recognized University / Institution. **Experience & Skill:** At least 4 Years post qualification experience of designing, developing and deploying complex software systems. 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 and management skills will be an asset.

(Starting Salary Rs. 35,000) all inclusive
SENIOR SOFTWARE ENGINEER (FOR LAHORE)
Qualification: 4-Year BS degree in Computer Science/IT or equivalent (1st division) from HEC recognized University / Institution. **Experience & Skill:** At least 3 Years post qualification experience of designing, developing and deploying complex software systems. 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 and management skills will be an asset.

NETWORKING

(Starting Salary Rs. 15,000) all inclusive
NETWORK ADMINISTRATOR (LAHORE , GUJRANWALA, & KARACHI)
Qualification: BS(CS/IT) or BE(EE) or equivalent, with Network certification (at least 2nd division) from HEC recognized University / Institution **Experience & Skill:** At least 2 Years post qualification experience of implementing and maintaining complex networks; capability to handle routers, switches and other LAN equipment. Proficient in installing, configuring and troubleshooting web, file, mail, DBMS, DNS and proxy servers etc. under Windows/Linux environments.

(Starting Salary Rs. 12,000) all inclusive
ASSISTANT NETWORK ADMINISTRATOR(PISHIN, D.G. KHAN SUKKUR, GHOTKI & GUJRANWALA)
Qualification: BS (CS/IT) or BE (EE), with Network certification (at least 2nd division) from HEC recognized University / Institution **Experience & Skill:** No experience required. Knowledge in the relevant field will be an asset.

ADMINISTRATION

(Starting Salary Rs. 25,000) all inclusive
CAMPUS MANAGER(LAHORE, GUJRANWALA & DG KHAN)
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 relevant experience for all other disciplines. Good management and interpersonal skills with command over written and spoken English are a must. IT proficiency is required.

(Starting Salary Rs. 20,000) all inclusive
ASSISTANT REGISTRAR (FOR LAHORE)
Qualification: Master's degree or equivalent (at least 2nd division) from HEC recognized University / Institution. **Experience & Skill:** At least 4 years post-qualification experience in office administration in a University/educational institution. IT proficiency is a must.

(Starting Salary Rs.15,000) all inclusive
ASSISTANT ADMIN OFFICER (FOR LAHORE)
Qualification: Bachelor's degree (at least 2nd division) from HEC recognized University / Institution. **Experience & Skill:** At least 3 years post qualification experience in administration. Should have excellent ability to maintain office filling system and records, arrangements of meeting, maintenance of premises, and security arrangements. Have experience of noting, drafting etc. IT proficiency is a must.

(Starting Salary Rs.7,000) all inclusive
SECURITY GUARD (KARACHI, SUKKUR, GHOTKI, LAHORE, GUJRANWALA, ISLAMABAD, RAWALPINDI, PESHAWAR, PISHIN & DG KHAN)
Qualification: Middle **Experience & Skill:** Ex-Army retired with own licensed weapon. Necessary clearance from the relevant authorities and a current physical fitness certificate from a registered medical practitioner are required.

FINANCE (FOR LAHORE)

(Starting Salary Rs.50,000) all inclusive
MANAGER ACCOUNTS
Qualification: ACA/ACMA OR MBA/MPA/4-year Bachelors degree with specialization in Finance or equivalent (at least 2nd division) from HEC recognized University / Institution
Experience & Skill: At least 5 years experience for ACA/ACMA or 7 years experience for MBA / MPA/Bachelors degree with at least 3 years post qualification experience. Strong interpersonal skills and IT Proficiency are a must.

(Starting Salary Rs.25,000) all inclusive
PROCUREMENT OFFICER
Qualification: MBA (Finance)/MPA (Finance)/M.Com or equivalent (at least 2nd division) from HEC recognized University / Institution. **Experience & Skill:** At least 4 years post qualification experience of purchase department of any government / semi-government/multinational/national organization. Knowledge of applicable standards & material specifications is a must. Awareness of PPRA and other Government Rules is required. Analytical and administrative skills will be an asset. IT proficiency is a must.

(Starting Salary Rs.15,000) all inclusive
ASSISTANT PROCUREMENT OFFICER
Qualification: Bachelor's degree (at least 2nd Division) from HEC recognized University / Institution. **Experience & Skill:** At least 5 years post qualification experience of purchase department of any government / semi-government/multinational/national organization. Knowledge of applicable standards & material specifications is a must. Awareness of PPRA and other Government Rules is required. IT proficiency is a must.

TELEVISION (FOR LAHORE)

(Starting Salary Rs.25,000) all inclusive
ASSISTANT PROGRAM PRODUCER
Qualification: Bachelor' s degree or equivalent from HEC recognized University / Institution
Experience and Skill: At least 3 years Television program production experience. A flare for creativity with team management skills will be considered assets. Experience in producing programs independently using multiple cameras through switcher is a must. Knowledge of latest production techniques and equipment will be preferred. Fluency in spoken and written English is a must. IT proficiency is required.

(Starting Salary Rs.25,000) all inclusive
MAM ENGINEER
Qualification: BS CS/IT (at least 2nd division) from a recognized University. **Experience & Skill:** A minimum of 2 years experience. The candidate should know how to administer/troubleshoot and perform maintenance operations of high end branded servers, SAN and Asset Management Systems. Should have good concepts of modern LAN technologies –Platform: Windows/Linux.

(Starting Salary Rs. 25,000) all inclusive
RECORDING ENGINEER
Qualification: Intermediate (at least 2nd division) from recognized Board/ Institution.
Experience and Skill: At least 05 years experience in renowned production houses or TV stations is a must. Experience of setting up and patching equipment racks, CCU, switchers, cameras and all related audio/video equipment is required.

(Starting Salary Rs. 25,000) all inclusive
GRAPHIC DESIGNER(PRESENTATION)
Qualification: Qualification: BFA or bachelor's degree with a diploma in graphic design 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 for television. Proficiency in current graphic, design, illustration, animation, 3-D software as well as knowledge of non-linear editing programs is required. High level creativity and very strong communication skills would be an asset. IT proficiency is a must.

(Starting Salary Rs. 15,000) all inclusive
ASSISTANT CAMERAMAN
Qualification: Matriculate or equivalent from recognized Institution **Experience & Skill:** At least 3 years relevant experience. Command over all type of professional indoor/outdoor television lighting and camera operations is a must. Knowledge of latest digital equipment, cameras, filters, lenses is required. Good communication, interpersonal and IT skills are also required.

Those already in government service should apply through proper channel. Applications should reach the undersigned by **December 10, 2007.** Applicants for above mentioned posts should submit their CVs with a recent passport size photograph, attested copies of educational qualification and experience certificates in a sealed cover envelope clearly specifying the post being applied for at the address given below:

Director Administration
Virtual University of Pakistan
M.A. Jinnah Campus, Defence Road,
Off Raiwind Road, Lahore
Tel: (042) UAN: 111-880-880
URL: www.vu.edu.pk