BE PART OF A WINNING TEAM – JOIN VIRTUAL UNIVERSITY

Virtual University, established by the Government of Pakistan, is a national leader in technology based higher education. Virtual University provides full spectrum of affordable & advanced education. In order to maintain the high quality of education that Virtual University is recognized for, the services of bright & motivated individuals are required on extendable contract for the following positions at Lahore except where specified.

Maximum Age Limit: 60 years

ACADEMICS
PROFESSOR: (COMPUTER SCIENCE / MANAGEMENT SCIENCE)   **(Starting Salary: Rs.150,350/- all inclusive)**   Qualifications and experience as prescribed by the Higher Education Commission*. Must have excellent command over spoken and written English. IT proficiency is a must.
ASSOCIATE PROFESSOR:(COMPUTER SCIENCE / MANAGEMENT SCIENCE)   **(Starting Salary: Rs.96,100/- all inclusive)**   Qualifications and experience as prescribed by the Higher Education Commission*. Must have excellent command over spoken and written English. IT proficiency is a must.
ASSISTANT PROFESSOR: (COMPUTER SCIENCE / MANAGEMENT SCIENCE/ ENGLISH / MATHEMATICS)   **(Starting Salary: Rs.60,450/- all inclusive)**   Qualifications and experience as prescribed by the Higher Education Commission*. Must have excellent command over spoken and written English. IT proficiency is a must.
LECTURER: (COMPUTER SCIENCE/BUSINESS ADMINISTRATION / PUBLIC ADMINISTRATION (MARKETING/ ACCOUNTING/ FINANCE/ MANAGEMENT / HRM) / MATHEMATICS / ENGLISH / STATISTICS**)**   **(Starting Salary: Rs.43,400/- all inclusive)**   Qualifications as prescribed by the Higher Education Commission for the post of Lecturer in a university*. 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. Command over English and IT proficiency are required.
TUTOR/INSTRUCTOR: (COMPUTER SCIENCE / BUSINESS ADMINISTRATION / PUBLIC ADMINISTRATION, ECONOMICS / MASS COMMUNICATION / MATHEMATICS / PAK STUDIES / ENGLISH / STATISTICS)   **(Starting Salary: Rs.24,800/- all inclusive)**   As prescribed by the Higher Education Commission for the post of Lecturer in a university*. Command over English and IT proficiency are required.
* The current HEC qualifications & experience are given on the HEC website.
INFORMATION TECHNOLOGY
WEBMASTER   **(Starting Salary: Rs.60,450/-all inclusive)**   **Qualification:** 1st Class Master's Degree/4-year BS degree in Computer Science or IT from HEC recognized University / Institution. **Experience:** At least 5 years of web development and deployment experience. Excellent English writing & communication skills are mandatory. Must have experience with a wide variety of operating systems including Linux.
SYSTEM ANALYST   **(Starting Salary: Rs.48,050/- all inclusive)**   **Qualification:** 1st Class 4-Year BS degree in Computer Science/IT or equivalent from HEC recognized University / Institution. **Experience:** 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. Fluency in spoken and written English is required.
SENIOR SOFTWARE ENGINEER   **(Starting Salary: Rs.43,400/- all inclusive)**

Qualification: 4-Year BS degree in Computer Science/IT or equivalent (1st division) from HEC recognized University / Institution. **Experience:** 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. Fluency in spoken and written English is required.

SOFTWARE ENGINEER -
(Starting Salary: Rs.31,000/- all inclusive)
Qualification: 4-Year BS degree in Computer Science/IT or equivalent (1st division) from HEC recognized University / Institution. **Experience:** At least 2 Years post qualification experience of designing, developing and deploying complex software systems. Fluency in spoken and written English is required. 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 skills will be an asset.

TELEVISION

SENIOR GRAPHIC DESIGNER
(Starting Salary: Rs.60,450/- all inclusive)
Qualification: 1st Class BFA or equivalent degree from HEC recognized University/Institute, specializing in visual communication, multimedia or graphic design. **Experience and Skills** At least 5 years experience with at-least 3 years 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 are also required. IT proficiency is a must.

GRAPHIC DESIGNER
(Starting Salary: Rs.31,000/- all inclusive)
Qualification: BFA 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. IT proficiency is a must.

GRAPHICS ARTISTS
(Starting Salary: Rs.18,600/- all inclusive)
Qualification: Intermediate or equivalent (at least 2nd division) from recognized Institution. **Experience & Skill:** At least 2 years experience of creating graphics / animation. Must have demonstrable proficiency of graphic design, illustration, animation and 3-D software. IT proficiency is a must.

RECORDING ENGINEER
(Starting Salary: Rs.31,000/- all inclusive)
Qualification: Intermediate or equivalent (at least 2nd division) from recognized Board/ Institution. **Experience and Skills**: At least 5 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 equipments is required.

TRANSMISSION OFFICER
(Starting Salary: Rs.18,600/- all inclusive)
Qualification: Bachelor's degree or equivalent from HEC recognized University / Institution. **Experience & Skill:** At least 2 years experience of preparing fixed point charts / daily cue sheets, TV channel presentation, manual transmission etc. is required. IT proficiency is a must.

NETWORKING

DEPUTY NETWORK EXECUTIVE
(Starting Salary: Rs.60,450/- all inclusive)
Qualification: 1st Class 4-year BS (CS/IT) OR BE(EE) or equivalent from HEC recognized University/Institute with Network certification. **Experience & Skill:** At least 5 Years post qualification experience of designing, implementing and maintaining complex networks; capability to handle firewalls, routers, switches and other LAN/WAN equipment. Proficiency in installing, configuring and troubleshooting web, file, mail, DBMS, DNS and proxy servers etc. under Windows/Linux environments is required. Excellent command over spoken and written English is a must.

NETWORK MANAGER

(Starting Salary: Rs.43,400/- all inclusive)

Qualification: 1st Class 4-year BS(CS/IT) OR BE(EE) or equivalent from HEC recognized University/Institute with Network certification. **Experience & Skill:** At least 3 Years post qualification experience of designing, implementing and maintaining complex networks; capability to handle firewalls, routers, switches and other LAN/WAN equipment. Proficiency in installing, configuring and troubleshooting web, file, mail, DBMS, DNS and proxy servers etc. under Windows/Linux environments is required. Excellent command over spoken and written English.

NETWORK ADMINISTRATOR (FOR LAHORE, ISLAMABAD, KARACHI, GUJRANWALA, MULTAN, PESHAWAR & SAHIWAL)

(Starting Salary: Rs.31,000/- all inclusive)

Qualification: 4-year BS(CS/IT) (OR) BE(EE) or equivalent (at least 2nd Division) from HEC recognized University/Institute with Network certification. **Experience & Skill:** At least 2 Years post qualification experience of designing, implementing and maintaining complex networks; capability to handle firewalls, routers, switches and other LAN/WAN equipment. Proficiency in installing, configuring and troubleshooting web, file, mail, DBMS, DNS and proxy servers etc. under Windows/Linux environments is required. Must be fluent in written and spoken English.

ASSISTANT NETWORK ADMINISTRATOR (FOR LAHORE, KARACHI, ISLAMABAD, RAWALPINDI, MULTAN, PESHAWAR, SAHIWAL, GUJRANWALA, D.G.KHAN, GHOTKI & PISHIN)

(Starting Salary: Rs.18,600/- all inclusive)

Qualification: 4-year BS(CS/IT) (OR) BE(EE) or equivalent (at least 2nd Division) from HEC recognized University/Institute.

HARDWARE TECHNICIAN

(Starting Salary: Rs.15,500/- all inclusive)

Qualification: At least 2nd division DAE with specialization in computer hardware & maintenance from a recognized Institution. **Experience & Skill:** At least 2 Years post qualification experience of Computer and Networking Hardware maintenance and repair.

REGISTRAR OFFICE

DEPUTY REGISTRAR

(Starting Salary: Rs.78,275/- all inclusive)

Qualification: Ph.D. from HEC recognized university/institution (OR) First Class Master's degree or equivalent from HEC recognized University / Institution with no 3rd division in the academic career. **Experience & Skill:** At least 5 years post qualification experience (OR) 10 years post qualification in case of Masters, in a University environment in teaching/research/ administration. Strong interpersonal and communication skills are required. Must have excellent command over spoken and written English. IT proficiency is a must.

ASSISTANT REGISTRAR (FOR LAHORE, RAWALPINDI, ISLAMABAD, KARACHI, PESHAWAR, GUJRANWALA)

(Starting Salary: Rs.24,800/- all inclusive)

Qualification: Master's degree or equivalent (at least 2nd division) from HEC recognized University / Institution. **Experience & Skills:** At least 3 years post-qualification experience in office administration in a University/educational institution. IT proficiency is a must.

ADMINISTRATION

REGIONAL CAMPUS MANAGER (FOR NORTH, SOUTH & CENTRAL REGION)

(Starting Salary: Rs.60,450/- all inclusive)

Qualification: Master's degree or equivalent (16 years of education) from HEC recognized University / Institution with at least 2nd division. **Experience and Skills:** Seven years post qualification experience in administration or management with at least three years in a middle/senior management position. Good management and interpersonal skills with command over written and spoken English are a must. IT proficiency is required.

CAMPUS MANAGER (FOR LAHORE, ISLAMABAD, PESHAWAR, MULTAN, GUJRANWALA, SAHIWAL, KARACHI)

(Starting Salary: Rs.43,400/- all inclusive)

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 experience for all other disciplines. Good management and interpersonal skills with command over written and spoken English are a must. IT proficiency is required.

ASSISTANT ADMIN OFFICER
(Starting Salary: Rs.18,600/- all inclusive)
Qualification: Bachelor's degree (at least 2nd Division) from HEC recognized University / Institution.
Experience & Skill: At least 3 years post-qualification experience in administration. Ability to maintain office filing system and staff records is a must. English language and IT proficiency are a must.

OFFICE ASSISTANT (FOR LAHORE, RAWALPINDI & GUJRANWALA)
(Starting Salary: Rs.12,400/- all inclusive)
Qualification: Intermediate or equivalent (at least 2nd division) from a recognized institution. **Experience & Skill:** At least 2 years post-qualification experience in office work. Ability to maintain office filling system and records. IT proficiency is a must.

FINANCE

DEPUTY DIRECTOR FINANCE
(Starting Salary: Rs.78,275/- all inclusive)
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 8 years experience (minimum 3 years post qualification) for ACA/ACMA or 10 years experience for MBA / MPA/ Bachelors degree with at least 4 years post qualification experience. Strong interpersonal skills and Communication skills are required. Must have excellent command over spoken and written English. IT Proficiency is a must.

MANAGER ACCOUNTS/FINANCE
(Starting Salary: Rs.60,450/- all inclusive)
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 (minimum 2 years post qualification) 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.

SENIOR ACCOUNTS OFFICER
(Starting Salary: Rs.31,000/- all inclusive)
Qualification: At least 2nd class MBA/MPA/M.Com in Finance or equivalent with at least 5 years experience (OR) at least 2nd class Commerce / Finance / Accounting graduate from an HEC recognized university / institution with at least 7 years experience (OR) Article ship from an ICAP registered firm with at least 7 years experience. IT Proficiency is a must.

ACCOUNTS OFFICER
(Starting Salary: Rs.24,800/- all inclusive)
Qualification: At least 2nd Class MBA/MPA/M.Com in Finance or equivalent with at least 3 years experience (OR) at least 2nd Class Commerce/Finance/Accounting graduate from an HEC recognized university / institution with at least 5 years experience (OR) Article ship from an ICAP registered firm with at least 5 years experience. IT Proficiency is a must.

ACCOUNTANT
(Starting Salary: Rs.18,600/- all inclusive)
Qualification: Bachelor's degree in Commerce/ Accounting /Finance or equivalent (at least 2nd division) from HEC recognized University / Institution. At least 3 years post qualification relevant experience of record keeping, maintenance of accounts and compilation of reports. IT proficiency is a must.

ACCOUNTS ASSISTANT
(Starting Salary: Rs.12,400/- all inclusive)
Qualification: Bachelor's degree in Commerce / Accounting / Finance or equivalent (at least 2nd division) from HEC recognized University / Institution. IT proficiency is a must.

STOREKEEPER
(Starting Salary: Rs.18,600/- all inclusive)
Qualification: Bachelor's degree (at least 2nd Division) from HEC recognized University / Institution.
Experience & Skill: At least 3 years post qualification of store management / purchase procedures in any government / semi-government / multinational / national organization. IT proficiency is a must.

ASSISTANT PROCUREMENT OFFICER
(Starting Salary: Rs.18,600/- all inclusive
Qualification: Bachelor's degree (at least 2nd Division) from HEC recognized University / Institution.

Experience: At least 3 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.
ASSISTANT STOREKEEPER **(Starting Salary: Rs.12,400/- all inclusive)** **Qualification:** Bachelor's degree (at least 2nd Division) from HEC recognized University / Institution. IT proficiency is a must.
EXAMINATION DEPARTMENT
(Starting Salary: Rs.150,350/- all inclusive) **CONTROLLER EXAMINATION** **Qualification:** PhD from HEC recognized University / Institution. **Experience:** At least 15 years experience in a University environment in teaching/research/ administration. Experience of examination department will be preferred. Experience of various statutory bodies of a public sector university and the management of student records will be considered an asset. Strong IT skills are a must.
ASSISTANT CONTROLLER EXAMINATION **(Starting Salary: Rs.24,800/- all inclusive)** **Qualification:** Four (4) Years BS degree in Computer Science/IT or equivalent (1st division) from HEC recognized University / Institution with no 3rd division in the academic career.
INTERNAL AUDITOR **(Starting Salary: Rs.31,000/- all inclusive)** **Qualification, Experience & Skills:** 1st Class Master's Degree or equivalent in any discipline from a HEC recognized University/ Institution having not more than one 2nd division in their academic career. Formal knowledge of educational processes and pedagogy is required. Excellent written and spoken English language skills and IT proficiency are a must.

Incomplete / late applications will not be entertained. Those already in the government /semi-government service must apply through proper channel. Part time, Honorary, apprenticeship and internee experience will not be counted towards experience. Only eligible candidates will be called for interview. VU reserves the right to reject any or all applications.

Applications, along-with attested copies of all relevant documents should be sent through courier or registered mail so as to reach the office of the undersigned by **May 25, 2009**. Please clearly mention the post applied for on the envelope.

Director Administration,
Virtual University of Pakistan
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