



CAREER OPPORTUNITIES

Aror University invites applications purely on merit basis for the period of two years on the HEC funded project titled **“Immediate Needs of Artistic Innovation and Technology Integration at Aror University of Art, Architecture, Design and Heritage Sindh”** from dynamic, qualified and result-oriented candidate for the following positions:

S. No.	Name of the Post and Pay Scale	Academic / Professional Credential Requirements:	Job Description
01	PROJECT COORDINATOR / MANAGER (PPS-09)	<ul style="list-style-type: none"> Master's Degree in Project Management / Civil Engineering (18 years) from PEC/HEC recognized degree awarding institute/university with minimum 10 years of proven experience in project coordination or management. Project Planning and Execution of Annual Development Programme (ADP), Public Sector Development Programme (PSDP) and Foreign Aided Projects Experience in any Government/Semi-government/Autonomous/ HEIs will be given preference. Strong organizational and time management skills, with the ability to prioritize and manage multiple tasks simultaneously. Excellent communication and interpersonal skills, with the ability to work effectively with diverse stakeholders. Proficiency in project management tools and software i.e Primavera, MS Projects, PMES, iPas, etc. Knowledge of the Higher Education Commission (HEC) Islamabad's and Planning Commission's guidelines and procedures would be advantageous. Ability to work independently and as part of a team, demonstrating flexibility and adaptability. <p>Other Requirements:</p> <ul style="list-style-type: none"> S/He must be “Certified Project Director of PSDP Funded Projects” from a public sector training institution. S/He should have proven managerial capabilities and leadership skills set. S/He should be well versed with implementation / execution of Public Sector Development Programme (PSDP) Projects and Annual Development Programme (ADP) Projects and PC-I Projects sponsored by Government. S/He must be well versed with Sindh PPRA and PPRA rules and regulations for project procurements. 	<p>Job Description:</p> <ul style="list-style-type: none"> Developing and maintaining project plans, schedules, and budgets. Coordinating project activities, ensuring they are executed in a timely and efficient manner. Monitoring project progress and providing regular reports to stakeholders. Collaborating with internal and external stakeholders to ensure effective communication and coordination. Facilitating meetings as required. Managing project documentation, including contracts, reports, and other relevant materials. Identifying and addressing project risks and issues and proposing appropriate solutions. Supporting the project team in achieving project deliverables and objectives.



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02	Assistant Project Manager – Civil (PPS – 07)	<ul style="list-style-type: none"> • B.E / BSC in Civil Engineering (16 years) 1st class from PEC/HEC recognized degree awarding institute/university with 03 years of proven experience in project coordination or management. Project Execution of Annual Development Programme (ADP), Public Sector Development Programme (PSDP) and Foreign Aided Projects Experience in any Government/Semi-government/Autonomous/ HEIs will be given preference. • Strong organizational and time management skills, with the ability to prioritize and manage multiple tasks simultaneously. • Excellent communication and interpersonal skills, with the ability to work effectively with diverse stakeholders. • Proficiency in project management tools and software i.e Primavera, MS Projects, PMES, iPas, etc. • Knowledge of the Higher Education Commission (HEC) Islamabad's and Planning Commission's guidelines and procedures would be advantageous. • Ability to work independently and as part of a team, demonstrating flexibility and adaptability. • Well familiar to SPPRA, PPRA, SSOR, Market Quality materials/ equipment etc. 	<p>Job Description:</p> <ul style="list-style-type: none"> • Coordinating / execute project activities (Construction), ensuring they are executed in a timely and efficient manner. • Monitoring project progress and providing regular reports to Project Coordinator / Manager. • Facilitating meetings as required. • Managing project documentation, including contracts, reports, and other relevant materials. • Identifying and addressing project risks and issues and proposing appropriate solutions to Project Coordinator / Manager. • Supporting the project team in achieving project deliverables and objectives. • Process the MB's and bills of the contractors.
3	Accounts & Admin Officer – (PPS-07)	<ul style="list-style-type: none"> • CA/ACCA/ICMA Finalist or Masters' degree in (Finance/Accounting) or equivalent in first division/class from HEC recognized degree awarding institute/university with specialization in Finance and familiar with roles of Annual Development Programme (ADP), Public Sector Development Programme (PSDP) and Foreign Aided Projects, 03 years of Experience in the relevant field in any Government/Semi-government/Autonomous/ HEIs will be given preference. • A thorough knowledge of standard contract terms, and how they are applied in the billing process. • Ability to work independently, take initiative, set priorities and see projects through to completion. • Tech-savvy • Fin-tech expert • Exposure to financial reporting • Hands-on with Peachtree, Advanced Excel and related software. • Working experience of ERP Environment/platforms. 	<p>Job Description:</p> <ul style="list-style-type: none"> • Prepares and/or reviews expense vouchers and invoices in compliance with approved budgets of the Project. • Determines proper handling of financial transactions and recommend within designated limits, policies or contracts. • Prepares budget reports, department allocation reports, inventory reports or other specialized reports or analysis on a regular or adhoc basis. • Corresponds with Procurement, Contracts and Accounting, Budget Services or other departments concerning accounting and financial information. • Reviews, investigates, and corrects errors in financial entries, documents and reports. • Prepare and Present the Salary sheet to management for approval. • Monthly reconciliation of accounts. • Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions. • Prepare and review budget, revenue, expense, payroll entries, invoices, and other accounting documents. • Analyze revenue and expenditure trends and recommend appropriate budget levels and ensure expenditure control. • Provide year-end support for auditor requirements, which may include research and reconciliation. • Other duties as assigned by Authorities.



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4	Sub Engineer – Civil (PPS – 06)	<ul style="list-style-type: none"> • B.E / DAE in Civil Engineering 1st class from PEC/HEC recognized degree awarding institute/university with 02 years of proven experience in Annual Development Programme (ADP), Public Sector Development Programme (PSDP) and Foreign Aided Projects, in any Government/Semi-government/Autonomous/ HEIs will be given preference. • Strong organizational and time management skills, with the ability to prioritize and manage multiple tasks simultaneously. • Excellent communication and interpersonal skills, with the ability to work effectively with diverse stakeholders. • Proficiency in project management tools and software i.e Primavera, MS Projects, PMES, iPas, etc. • Knowledge of the Higher Education Commission (HEC) Islamabad's and Planning Commission's guidelines and procedures would be advantageous. • Ability to work independently and as part of a team, demonstrating flexibility and adaptability. • Well familiar to SPPRA, PPRA, SSOR, Market Quality materials/ equipment etc. 	<ul style="list-style-type: none"> • Coordinating / execute project activities (Construction), ensuring they are executed in a timely and efficient manner. • Monitoring project progress and providing regular reports to Assistant Project Manager. • Facilitating meetings as required. • Managing project documentation, including contracts, reports, and other relevant materials. • Identifying and addressing project risks and issues and proposing appropriate solutions to Assistant Project Manager. • Supporting the project team in achieving project deliverables and objectives.
5	Sub Engineer – Electrical / – (PPS – 06)	<ul style="list-style-type: none"> • B.E / DAE in Electrical 1st class from PEC/HEC recognized degree awarding institute/university with 02 years of proven experience in Annual Development Programme (ADP), Public Sector Development Programme (PSDP) and Foreign Aided Projects, in any Government/Semi-government/Autonomous/ HEIs will be given preference. • Strong organizational and time management skills, with the ability to prioritize and manage multiple tasks simultaneously. • Excellent communication and interpersonal skills, with the ability to work effectively with diverse stakeholders. • Knowledge of the Higher Education Commission (HEC) Islamabad's and Planning Commission's guidelines and procedures would be advantageous. • Ability to work independently and as part of a team, demonstrating flexibility and adaptability. • Well versed of M.S Office and familiar to SPPRA, PPRA, SSOR, Market Quality Equipment/material, WAPDA and Electrical Inspector of region etc. 	<ul style="list-style-type: none"> • Coordinating / execute project activities (Electrical), ensuring they are executed in a timely and efficient manner. • Monitoring project progress and providing regular reports to Assistant Project Manager. • Facilitating meetings as required. • Managing project documentation, including contracts, reports, and other relevant materials. • Identifying and addressing project risks and issues and proposing appropriate solutions to Assistant Project Manager. • Supporting the project team in achieving project deliverables and objectives.



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Sindh

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INSTRUCTIONS:

- Applications should include an application form (to be downloaded from website (**www.aror.edu.pk**), detailed resume, two latest photographs, duly attested photocopies of Certificates/ degrees, names and contact of two professional referees (not relative), Equivalence of qualification by HEC (in case of Foreign Degree), along with payment of **PKR 3000/-** through Bank Cheque /DD (nonrefundable) in favor of **Aror University of Art, Architecture, Design and Heritage Sukkur**.
- Candidates who are already serving in Government/Semi-Government and Autonomous bodies should apply through proper channel with NOC from their employer and should submit the same along with the application. Such incumbents will be responsible for getting themselves relieved properly from their department.
- There shall be no relaxation for qualification and experience.
- Applications must reach the office of the Director, Human Resources on or before **15 days** from the date of publication of the advertisement, during the office hours (CoB) only via registered postal service.
- Incomplete applications as per the instructions mentioned above and/or late applications received after the specified date and time shall not be entertained/ considered.
- The University reserves the right for cancellation of advertised post.
- Only eligible/shortlisted candidates shall be called for a test and/or interview.
- Canvassing or influencing any staff of the University in any manner will disqualify the candidate.
- No TA/DA will be paid for appearing in the test/interview.
- For more queries and information, email: ad.hr@aror.edu.pk

(Director Human Resources)
Aror University of Art, Architecture, Design and Heritage Sindh, RCW, Rohri
Bypass, Sukkur, Sindh 65400.
071-9311303