



Aror University of Art, Architecture, Design & Heritage, Sukkur
Directorate of Human Resources

CAREER OPPORTUNITIES

Aror University invites applications for the various positions under the project titled “**Establishment of Aror University of Art, Architecture, Design, and Heritage Sindh (Revised)**” from dynamic, qualified, and result-oriented candidate(s) for the following positions for the period of three **(03) years** (extendable based on need and requirements):

S. No.	Name of the Post and Pay Scale	Academic / Professional Credential Requirements:	Job Description
01	<p>PROJECT DIRECTOR (PPS-10)</p> <p>Maximum Age: 57 Years at closing date of applications</p>	<ul style="list-style-type: none"> • PhD degree in Civil Engineering from HEC/PEC recognized University with 12 years of construction work experience in BPS-17 and above or equivalent in Government or Government Autonomous Organization, University, Government Communications and Works Department and/or a firm of repute. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • MS/M.Eng (18 years of education or equivalent qualification from HEC/PEC recognized university in Civil Engineering with 15 years of construction work experience in BPS-17 and above or equivalent in Government or Government Autonomous Organization, University, Government Communications and Works Department and/or a firm of repute. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • B.E in Civil Engineering (16 years of education) preferably in first class, or equivalent qualifications from a HEC/PEC recognized University with 17 years of construction work experience in BPS-17 and above or equivalent in Government or Government Autonomous Organization, University, Government Communications and Works Department and/or a firm of repute. <p>Other Requirements:</p> <ul style="list-style-type: none"> • 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. • 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 procurement. 	<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 deliverable and objectives.



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<p>02</p>	<p>Project Engineer (PPS-07)</p> <p>Maximum Age: 35 Years at closing date of applications</p>	<ul style="list-style-type: none"> B.E 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. M.E/M.Eng degree holders will be given preference. <p>Other Requirements:</p> <ul style="list-style-type: none"> 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 & Maintainance), ensuring they are executed in a timely and efficient manner. Monitoring project progress and providing regular reports to Project Director. 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.
<p>03</p>	<p>Sub Engineer –Civil (PPS-06)</p> <p>Maximum Age: 35 Years at closing date of applications</p>	<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. <p>Other Requirements:</p> <ul style="list-style-type: none"> 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 & Maintainance), 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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04	Sub Engineer – Electrical (PPS-06) Maximum Age: 35 Years at closing date of applications	<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. <p><u>Other Requirements:</u></p> <ul style="list-style-type: none">• 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.	<p><u>Job Description:</u></p> <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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INSTRUCTIONS:

- To apply, please visit website <https://aror.edu.pk/careers>. Those applicants who meet the above-mentioned criteria should apply. The completion of final/required degree is mandatory for all positions. For further Job Descriptions and other requirements, please visit website. Providing fake/fabricated data shall disqualify during/after hiring.
- 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.
- Applications should include a non-teaching job 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**'.
- Applications must reach the office of the Director, Human Resources on or before **March 28, 2024, by 05:00 PM** during office hours (CoB) via registered postal/courier service only. Any incomplete applications as per the instructions mentioned above and/or late applications received after the specified date and time shall not be entertained/ considered. Therefore, all documents e.g. degrees, certificates, NOC, and referees should be submitted along with the application.
- Only shortlisted candidates who meet the criteria shall be contacted for a written test/Interview at the mailing address. No TA/DA shall be admissible for Written Test/Interview. Canvassing or influencing any staff of the University in any manner will disqualify the candidate. For information, please feel free to contact: dir.hr@aror.edu.pk
- The University reserves the right to cancel advertisement(s) as part or whole, at any time of the recruitment process with or without assigning any reason.

(Director Human Resources)

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