

**DIGITAL SKILLS TRAINING & SUPPORT PROGRAM
FOR SOUTHERN BALOCHISTAN (PHASE 1)**

Virtual University of Pakistan requires the services of bright & motivated individuals for its Digital Skills Training & Support Program for Southern Balochistan (Phase 1), for a period of one year or till the completion of said Project, whichever is earlier, those who have already applied, need to reapply against the fresh advertisement, for the following position(s):

Sr. #	Designation	Placement & Seats	Eligibility Criteria
Project Management Unit Staff			
1	Project Director Lump Sum Salary: PKR 350,000/- per month	01 Khuzdar	PhD in Computer Science/IT with at least 10 years' experience of full time Teaching & administration or 5 years post PhD experience in any University/HEIs. OR 18 years of Education in CS/IT/ Project Management with 12 years of experience in Project management related to IT or Development projects.
2	Account/ Admin Officer Lump Sum Salary: PKR 100,000/- per month	01 Khuzdar	At least 2nd Class MBA/MPA/M.Com in Finance or equivalent (16 years) with at least 3 years' experience OR At least 2nd Class Commerce/ Finance/ Accounting graduate (14 years) 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.
3	Office Assistant Lump Sum Salary: PKR 40,000/- per month	01 Khuzdar	14 years of Education and have the ability to maintain office filing system and records. Command over spoken and written English with good presentation skills as well as IT proficiency are must.
Campus/ Centre Staff (For 3 Campuses)			
4	Senior Coach/ Campus Incharge Lump Sum Salary: PKR 175,000/- per month	Khuzdar (1) Kech (1) Gwadar (1)	Ph.D in Computer Science / IT. Must have excellent command over spoken and written English. IT proficiency is a must. OR 18 years of Education in CS/IT or equivalent from HEC recognized University / Institution. At least 03 post-qualification experience of teaching/ administration in educational institute/ HEI administration in Distance (e-learning)/ Conventional Education. Must have excellent command over spoken and written English. IT proficiency is a must.
5	Network Administrator Lump Sum Salary: PKR 100,000/- per month	Khuzdar (2) Kech (2) Gwadar (2)	4-year BS (CS/IT) OR BE (EE) or equivalent (at least 2nd division) from HEC recognized University/ Institution with Network certification. 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.

6	Coach Lump Sum Salary: PKR 100,000/- per month	04 Kech	written and spoken English. Masters/ BS Degree in Computer Science/ IT/ BIT/ BE or equivalent degree (1st division) obtained after 16 years of education from HEC recognized University/ Institution with no 3rd division in the academic career. Preferably, one year post qualification teaching (at a recognized Higher Education Institution) or professional experience (at a recognized organization) in the relevant fields listed below. Strong interpersonal and communication skills are required. Must have excellent command over spoken and written English. Relevant fields: 1. Digital Marketing 2. E-Commerce Management 3. Search Engine Optimization 4. AutoCAD 5. WordPress 6. QuickBooks 7. Graphic Design 8. Creative Writing 9. Freelancing Preference will be given to those who have work experience of online Freelancing, Coordination and Team Management.
7	Account / Admin Assistant Lump Sum Salary: PKR 60,000/- per month	Khuzdar (1) Kech(1) Gwadar (1)	Bachelor's degree in Commerce/ Accounting/ Finance or equivalent (at least 2nd division) from HEC recognized University / Institution. At least 1 year post qualification experience of record keeping, maintenance of accounts and compilation of reports. IT proficiency is a must.
8	Security Guard* Lump Sum Salary: PKR 25,000/- per month	Khuzdar (2) Kech(2) Gwadar (2)	Middle, Ex-armed forces with own licensed weapon. Necessary clearance from the relevant authorities is required.
9	Sweeper* Lump Sum Salary: PKR 20,000/- per month	Khuzdar (1) Kech(1) Gwadar (1)	Qualification not required. At least two years' experience as a sweeper.
10	Office Boy* Lump Sum Salary: PKR 20,000/- per month	Khuzdar (1) Kech(1) Gwadar (1)	Literate. At least two years relevant experience.

PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE APPLYING:

- Above mentioned position(s) are **Khuzdar, Kech and Gwadar (Balochistan)** based only. The candidates residing of mentioned districts will be given preference.
- Superannuated need not to apply.
- Those already in the government/semi-government service or autonomous bodies will be required to upload 'No Objection Certificate (NOC)' from their current employer, at the time of submission of online Job Application and also bring it at the time of interview.
- Part time, honorary, visiting, apprenticeship and internee experience will not be counted as experience.
- Only eligible/short listed candidates will be contacted individually for interview.
- All Posts, except marked (*) shall be applied online (www.vu.edu.pk/jobs). It is mandatory to fill all relevant information on online job application form. In case any information is missing or fake, application(s) will not be processed.
- Applications for the Posts mentioned with (*) i.e. **[Security Guard, Sweeper & Office Boy]** must reach this office in hard form, by registered post, at the address given below latest by **Friday, July 08, 2022**.
- Information claimed in online application form shall be treated as final, subsequent claims, earlier not given in online application form, are considered afterthought and an attempt to become eligible. Such subsequent claims shall not be accepted.
- Candidates, who want to apply for more than one post/location, must apply separately for each post/location.
- It is mandatory to fill all relevant information on online job application form and upload/attach your detailed CV (please clearly mention Division/CGPA of all academic record and also mention Experience details).
- Candidates shall submit an affidavit, at the time of interview stating that he/she is not dual national.
- In case of selection the candidate shall not keep dual job, in any manner.
- In case of selection/appointment, candidate(s) shall submit medical fitness certificate, issued by Medical Superintendent (MS) of Civil/Government Hospital.
- In case, any deficiency is observed in the eligibility of the candidate or fake/incomplete information is provided by the candidate, his/her candidature will be cancelled or his/her job will be terminated, immediately, at any stage.
- No TA/DA will be admissible for appearing in interview.
- Tax from monthly salary will be deducted as per rule.
- Virtual University of Pakistan reserves the right to reject any or all applications, at any stage, without assigning any reason.

Applicants should apply online: (www.vu.edu.pk/jobs)
Last date of application: (July 08, 2022.)

For further information, please contact:



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