

DHA SUFFA UNIVERSITY

Registrar Required

DHA Suffa University, Phase VII (Ext.) DHA Karachi, invites applications for the position of Registrar.

Registrar

Qualification and Experience Requirement

- Masters degree from a renowned HEC recognized university/institute.
 - Having any/combination of the following experience in an HEC recognized university / institute:
 - a. 10 years of experience as Registrar/Dean/Director/Controller of Examinations/ HOD/ Chairperson of a Department
- OR
- b. 15 years of experience as Deputy/Assistant Registrar/Deputy Director/Deputy Controller of Examinations/Co-chairperson of a Department
- OR
- c. 20 years of experience in combination of both a and b above.
- Must be fully conversant with university statutes, rules, procedures, QE policies and grading systems.
 - Proficiency in MS Office (Word, Excel, PowerPoint). Excellent communication skills in English.
 - Outstanding inter-personal skills and ability to lead the team.
 - Proven ability and experience of interacting effectively with the regulatory bodies.

DSU is an equal opportunity employer.

To apply, please send your current resume, copy of CNIC, copies of certificates, marks sheets, degrees, transcripts and experience certificates with duly filled in respective

DSU Non-Teaching Job Application Form

(downloadable from the DSU website on the following address) through post / courier service latest by

Friday, 18th October 2024



Registrar, DHA Suffa University
Off Khayaban-e-Tufail, Phase-VII (Ext), DHA, Karachi
Tel: 021-35244857 & 35244853-54 (Ext: 181)
Website: www.dsu.edu.pk



NOTE: ONLY HARD COPY APPLICATIONS WILL BE ENTERTAINED

