

DHA SUFFA UNIVERSITY

Non-Teaching Officers & NTS Required

DHA Suffa University, Phase VII (Ext.) DHA Karachi, invites applications for following posts:

Audit Officer

Qualification and Experience Requirement

- ACMA/CA (Finalist)/ACCA/CIA/CFE/CICA/MBA(Finance) from a renowned HEC recognized university/institute.
- 5 years of relevant experience with at least 3 years at managerial level in a reputable organization.
- Excellent Knowledge of IT and proficiency in MS Office (Word, PowerPoint, Excel).

Assistant Audit Officer

Qualification and Experience Requirement

- CMA(Finalist)/ACMA/CA(Inter)/ACCA/CIA/MBA(Finance)/ CICA/CFE.
- 3 years of relevant experience
- Excellent Knowledge of IT and proficiency in MS Office (Word, PowerPoint, Excel).

Assistant Manager IT

Qualification and Experience Requirement

- BE/MCS or equivalent from a renowned HEC recognized university/institute.
- Minimum 3 years experience of System Administration or Software Development in a reputable institute/university/organization.
- Expertise in web application development in PHP and Java environments; System Administration expertise for Linux and Windows Servers; and expert knowledge of TCP/IP protocols.

Lab Supervisor for Electrical Engineering & Computer Integrated Manufacturing Labs

Qualification and Experience Requirement

- Diploma or Bachelors degree in relevant field.
- 10 years of relevant experience.
- Knowledge of IT and proficiency in MS Office (Word, PowerPoint, Excel).

Office Supervisor

Qualification and Experience Requirement

- BSc/BA/BCom/BBA or equivalent (Masters shall be preferred).
- 10 years of relevant experience.
- Typing speed minimum 45 words per minute.
- Good communication skills in English and Urdu.
- Excellent Knowledge of IT and proficiency in MS Office (Word, PowerPoint, Excel).

Office Assistant

Qualification and Experience Requirement

- Intermediate or equivalent (candidate with Bachelors degree will be preferred).
- 2 years of relevant experience. Typing speed 30 words per minute.
- Knowledge of IT and proficiency in MS Office (Word, PowerPoint, Excel).

IT Technician-I

Qualification and Experience Requirement

- Intermediate or equivalent (candidate with Bachelors degree will be preferred) and Diploma in Computer Hardware Maintenance from a recognized institute or industry standard IT certifications.
- 7 years of relevant experience.
- Proficiency in MS Office (Word, PowerPoint, Excel).

IT Technician-II

Qualification and Experience Requirement

- Intermediate or equivalent and Diploma in Computer Hardware Maintenance from a recognized institute or industry standard IT certifications.
- 5 years of relevant experience.
- Proficiency in MS Office (Word, PowerPoint, Excel).

IT Technician-III

Qualification and Experience Requirement

- Diploma in Computer Hardware Maintenance from a recognized institute or industry standard IT certifications.
- 2 years of relevant experience.
- Knowledge of IT and proficiency in MS Office (Word, PowerPoint, Excel).

Library Assistant

Qualification and Experience Requirement

- BSc/BA/BCom/equivalent.
- 2 years of relevant experience.
- Typing speed 30 words per minute.
- Knowledge of IT and proficiency in MS Office (Word, PowerPoint, Excel).

Lab Assistant

Qualification and Experience Requirement

- Diploma or Bachelors degree in Computer Information Technology / Computer Science.
- 2 years of relevant experience.
- Knowledge of IT and proficiency in MS Office (Word, PowerPoint, Excel).

Technical Assistant (Electrical, Refrigeration & Air Conditioning) – (for DCK Campus)

Qualification and Experience Requirement

- Diploma or Bachelors degree in relevant field.
- 2 years of relevant experience.
- Knowledge of IT and proficiency in MS Office (Word, PowerPoint, Excel).

Mechanical Transport Driver (for DCK Campus)

Qualification and Experience Requirement

- Matric or equivalent.
- Shall be in possession of Civil Driving License.
- Candidate with staff car driving experience and ex-Armed Forces personnel will be preferred.

Carpenter (for DCK Campus)

Qualification and Experience Requirement

- Matric.
- 3 years experience as Carpenter.

Chef (for DCK Campus)

Qualification and Experience Requirement

- Middle.
- Expertise of cooking Pakistani/Chinese/European style food.

Naib Qasid (for DCK Campus)

Qualification and Experience Requirement

- Matric preferably computer literate.

Aya (for DCK Campus)

Qualification and Experience Requirement

- Adult female preferably literate and able to read and write.

Janitor (for DCK Campus)

Qualification and Experience Requirement

- Adult male/female preferably literate and able to read and write.