

ADVERTISEMENT NO: 01-2024

(Project Staff Required)

The following project staffs are required for the project “**strengthening of Women University Swabi (New Campus)**” on fixed pay basis for a period of one year, extendable on satisfactory performance basis till the completion of the project.

S#	Post	Qualification / Experience
1	Project Director (Age up to 55 years)	<p>PhD from HEC recognized University/DAIs with 07 years’ of relevant experience in a University/Government organization or Autonomous body in BPS-17 or its equivalent. OR First Division degree (18 Years’ education) or equivalent from HEC recognized University/DAIs with 10 years’ of relevant experience in a University/Government organization or Autonomous body in BPS-17 or its equivalent and above.</p> <p>OR First division degree (16 year’s education) or equivalent from HEC recognized University/DAIs with 12 years’ relevant experience in a University/Government organization or Autonomous body in BPS-17 or its equivalent and above.</p> <p>The candidates should have preferably five years’ experience in project management or implementation and basic knowledge of project management fundamentals, particularly the Government of Pakistan’s PSDP projects’ planning and management processes and procedures.</p> <p>* Preference will be given to the candidates having experience of monitoring and supervision of developmental projects at any public sector university/Government organization/Semi Govt. or Autonomous body of well repute.</p>
2	Sub-Engineer (Civil) (Age up to 50 years)	<p>DAE (Civil) at least 2nd Division with (05) Years’ of relevant experience preferably in Govt. Work’s department / national / international projects dealing with building and civil works.</p> <p>* Preference will be given to the candidates having experience of monitoring and supervision of developmental projects at any public sector university/Government organization/semi Govt. or Autonomous body of well repute.</p>
3	Accountant (Age up to 50 years)	<p>MBA/M.Com or its equivalent with at least 2nd division from HEC recognized university with four (04) years’ relevant experience in accounts in Govt. Works department / national / international projects dealing with building and civil works.</p> <p>* Experience of accounts of similar projects at any public sector university will be preferred.</p>
4	Office/ Account Assistant/Computer Operator (Age up to 50 years)	<p>BBA/B.COM at least 2nd division from HEC recognized university with two (02) years’ experience in the relevant field of Govt. Works department / national / international projects dealing with building and civil works.</p> <p style="text-align: center;">OR</p> <p>BA/BSc at least 2nd Division with (07) Years’ of relevant experience preferably in developmental projects at any public sector university/Government organization/Semi Govt. or Autonomous body of well repute.</p>
5	Driver/Office Boy (Age up to 40 years)	<p>Matric in at least 2nd division with a valid LTV OR HTV License and having five years’ experience of driving in well repute organization.</p>

Terms & Conditions:

1. The candidates serving in Government, Semi Government or Autonomous Institutions should route their applications through Proper Channel.
2. The candidates having Foreign Degree / Certificate will provide Equivalency Certificate from HEC / IBCC, Islamabad.
3. The selected candidates will be governed by Rules / Regulations/statutes of the Women University Swabi.
4. Only short listed/eligible candidates will be called for Test / Interview. University will not be held responsible for none or late receipt of Call Letters for Test/Interview. All relevant information/updates will be uploaded on university website www.wus.edu.pk.
5. Appointment on fixed pay basis will be made against the sanctioned posts depending upon the needs of the project. The Competent authority, however, reserves the right to reject any case with reasons to be stated.
6. Applicants should apply only on the prescribed form, available at the University website www.wus.edu.pk/downloads.
7. A Bank Draft or online deposit to Account No. 0323-238739974, United Bank Limited, Swabi Branch of Rs. 6,000/- for Project Director, Rs. 4,000/-, for Sub-Engineer ,Accountant , Office/Account assistant/Computer Operator and Rs. 2,000/- for Driver/office boy in favor of Treasurer, Women University Swabi. Original receipt of Bank Draft / Online Deposit (and one photocopy of the same) with attested photocopies of all DMCs, Degrees, Certificates, Experience Certificates, CNIC and recent passport size photograph must be attached with the Application Form.
8. Landline telephone, Mobile No. Postal and Email address must be written on the Application Form. Change in mobile numbers must be communicated to this office on urgent basis.
9. All applications must reach the office of the Registrar through **TCS/courier**, latest by **15/08/2024**. Incomplete applications / received after due date will not be considered.
10. Scrutiny/evaluation of the applications will be made as per prescribed procedure in vogue at the university.

Note: Errors and Omissions, if any, will be rectified.

Registrar
Women University, Swabi
Phone: +92-938-281889