

DOW UNIVERSITY OF HEALTH SCIENCES

REQUIRED STAFF FOR FOLLOWING POSITIONS

S.No	Post	BPS / Contract	Qualification and Experience	Age
1.	HR Business Partner	Contract	<p>Qualification: Incumbent should be (BBA / MBA / MPA) with Human Resource specialization from HEC recognized University. Having diploma & certificates in HR will be added advantage.</p> <p>Experience: Must have at least 4 - 7 years of experience in relevant field with sound Knowledge of Human Resource functions, demonstrable experience as HR generalist role. Preferably worked as HR business partner.</p>	35 Years
2.	Talent Acquisition Specialist	Contract	<p>Qualification: Incumbent should be at least (BBA/MBA/MPA) from HEC recognized University.</p> <p>Experience: Must have at least 4-6 years of experience in relevant field with hands-on experience of talent acquisition in a reputable Organization and have ability of sourcing, attracting, recruiting, interviewing and on boarding employees.</p>	35 Years

1. Only Sindh domiciled are eligible.
2. Application should be sent along with two photographs, one set of attested photocopy of relevant documents in a sealed envelope, with three current referral letters and brief curriculum vitae.
3. Incomplete application in any manner will be rejected.
4. All information will be kept confidential.
5. In case of larger number of candidates for any post, a Pre Interview Test (MCQ) will be held to short list the Candidates.
6. **Please clearly mention the name of post with last date for submission of job applications on the right top of envelope.**
7. Dow University of Health Sciences reserves the right to reject any or all the Applications.
8. Only short listed candidates will be entertained for interview.
9. Applicant currently in Government service should apply through proper channel.
10. Every application must carry a pay order of Rs.1500/- (Non-refundable) in favor of Dow University of Health Sciences, Karachi.
11. Age relaxation is subject to approval of scrutiny committee / selection board.
12. No TA/DA will be admissible.

Application form must be fully filled online at www.duhs.edu.pk

Last date for submission of job applications is 09th May,2019 and application should be sent only through courier on the postal address given below.

Note: Applications submitted directly to the office of the Director will NOT be considered.

POSTAL ADDRESS

The Director Human Resources
Dow University of Health Sciences
Baba-e-Urdu Road Karachi, Pakistan.

09 may 2019