



Dow University of Health Sciences

CAREER OPPORTUNITIES



Invites Applications for

VACANCIES IN EXAMINATIONS DEPARTMENT

S. No	Post	Contract	Qualification and Experience
1.	Deputy Controller – Examination	Contract	<p>Qualification: Candidate must have Master's Degree (18 Years of education) from HEC recognized University/Institutes.</p> <p>Experience: Candidate must have a total 05 years' Post qualification Administrative experience in managing the examination department.</p> <p>Preference will be given to the candidates having related experience in recognized teaching Medical University/ Institute.</p>
2.	Assistant Controller – Examination	Contract	<p>Qualification: Candidate must have Bachelor's Degree or equivalent degree (16 Years of education) from HEC recognized University/Institutes.</p> <p>Experience: Candidate must have a total 02 years' Administrative experience in examination department.</p> <p>Preference will be given to the candidates having related experience in recognized teaching Medical University/ Institute.</p>

VACANCIES IN INTERNAL AUDIT DEPARTMENT

1.	Deputy Director – Internal Audit	Contract	<p>Qualification: ACCA (Affiliate) / CA Intermediate (CAF) / CIMA / MBA Finance with CGPA 3.0 & above.</p> <p>Experience: Must have at least 6 years post qualification (10 experience years in case of CIMA or MBA Finance) proven experience in internal audit in similar capacity or equivalent & above in a Government, Autonomous or Private organization or with well reputed Audit Organization /Accounting Firms.</p>
2.	Internal Audit Assistant	Contract	<p>Qualification: ACCA Fundamental Level (Applied Knowledge Level), CA Foundation / CIMA / MBA Finance with CGPA of 3.0 & above or Bachelors.</p> <p>Experience: Must have at least 04 years post qualification (07 years' experience in case of B.B.A / CIMA or B.Com) proven experience in audit or accounting in similar Capacity or equivalent or above in a Government, Autonomous or Private Organization or well reputed Audit organization/ Accounting Firms.</p>

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

- Only Sindh domiciled are eligible.**
- Please clearly mention the name of post and Specialty on the right top of the envelope.
- Applicants should send their applications along with 01 photograph, one set of attested photocopies of relevant documents qualifications, experiences, Domicile & CNIC) in a sealed envelope, with three current referral letters and brief curriculum vitae.
- Applicant currently in Government service or public sector Higher Education Institution should apply through proper channel, **(with copy of N.O.C)**
- Incomplete Applications in any manner Will Not Be Entertained.
- All Information Will be Kept Confidential.
- In case of larger number of candidates for any post, a Pre-Interview Test (MCQs) will be held to short list the Candidates.
- Dow University of Health Sciences Reserves the right to cancel any OR all applications.
- Only short-listed candidates will be called for interview.
- No TA/DA will be admissible.
- All documents and experiences will be verified, and any subsequent false or misleading document will result into disqualification from the process /removal from service.
- Every application must carry a pay order of **Rs.1500/- (Non-refundable) in favor of Dow University of Health Sciences, Karachi.**

Job applications received on and before 05-11-2022 shall be considered.

Application should be sent only through courier on the postal address given.

POSTAL ADDRESS

The Director Human Resources,
Dow University of Health Sciences,
Human Resource Directorate, Admin Block, 4th Floor,
Baba-e-Urdu Road Karachi, Pakistan.

Note: Applications submitted in person will NOT be accepted