



# Dow University of Health Sciences

## CAREER OPPORTUNITIES

Invites Applications for

### NON – TEACHING STAFF

S. NO	POST	BPS / CONTRACT	QUALIFICATION AND EXPERIENCE	AGE
1	<b>Additional Director – Administration</b>	(BPS – 19 / CONTRACT)	<b>Qualification:</b> The candidate must have Bachelor's / Master's degree in the relevant field from HEC recognized institution. <b>Experience:</b> The Candidate must have 09 years of relevant experience preferably in healthcare / academics sector. (Candidates having master's or above degree will be given preference).	UPTO 45 YEARS

### NON – TEACHING STAFF (FINANCE DIRECTORATE)

S. NO	POST	BPS / CONTRACT	QUALIFICATION AND EXPERIENCE	AGE
1	<b>Manager Finance</b> - End Service Benefits	(BPS – 18 / CONTRAT)	<b>Qualification:</b> The candidate must have CA / ACMA / CAF / ACCA / M.B.A degree from an HEC recognized institution (Candidates having international qualification will be given preference). <b>Experience:</b> The candidate must have at least six (06) years of working experience in the field of finance, out of which at least three (03) years mandatory experience of handling End Service Benefits of employees of public sector university, preferably in the healthcare sector. Candidates with Proficiency in Microsoft Dynamics 365 will be given preference.	UPTO 40 YEARS
2	<b>Assistant Manager Finance</b> - Financial Aid	(BPS – 17 / CONTRACT)	<b>Qualification:</b> The candidate must have Bachelors' degree in relevant discipline from an HEC recognized institution. <b>Experience:</b> The candidate must have at least four (04) years (or two (02) years in case of Master's Degree) of work experience in Financial Aid Office of public sector university, preferably in the healthcare sector. Candidate must showing a thorough understanding of managing & assisting financial aid options and processes. Preference will be given to the candidates who has the knowledge about the institutional financial aid programs, scholarships, financial aid polices/options and ensure compliance with all regulations.	UPTO 40 YEARS
3	<b>Assistant Manager Finance</b> - Payroll	(BPS – 17 / CONTRACT)	<b>Qualification:</b> The candidate must have Bachelors' degree in relevant discipline from an HEC recognized institution. <b>Experience:</b> The candidate must have at least four (04) years (or two (02) years in case of Master's Degree) of working experience in payroll/finance of public sector university, preferably in the healthcare sector. Candidate must having knowledge of government pay fixation rules and regulations & managing overall payroll operations. Candidates with Proficiency in Microsoft Dynamics 365, specially the Payroll Module, will be given preference.	UPTO 40 YEARS
4	<b>Assistant Accounts Officer</b>	(BPS – 17 / CONTRACT)	<b>Qualification:</b> The candidate must have Bachelors' degree in relevant discipline from an HEC recognized institution. <b>Experience:</b> The candidate must have at least four (04) years (or two (02) years in case of Master's Degree) of relevant experience in the finance / accounts department of public sector university, preferably in the healthcare sector. Candidates with Proficiency in Microsoft Dynamics 365 will be given preference.	UPTO 35 YEARS
5	<b>Assistant Finance Officer</b>	(BPS – 16 / CONTRACT)	<b>Qualification:</b> The candidate must have Bachelors' degree in relevant discipline from an HEC recognized institution. <b>Experience:</b> The candidate must have at least two (02) years (or One (01) year in case of Master's Degree) of relevant experience in the finance department of public sector university, preferably in the healthcare sector. Candidates with Proficiency in Microsoft Dynamics 365 will be given preference.	UPTO 35 YEARS

NON – TEACHING STAFF (FINANCE DIRECTORATE)				
S. NO	POST	BPS / CONTRACT	QUALIFICATION AND EXPERIENCE	AGE
6	Assistant	(BPS – 16 / CONTRACT)	<b>Qualification:</b> The candidate must have Bachelors' degree in relevant discipline from an HEC recognized institution. <b>Experience:</b> The candidate must have at least two (02) years (or One (01) year in case of Master’s Degree) of relevant experience in the finance department, preferably in the healthcare sector.	UPTO 35 YEARS
7	Billing Officer	(BPS – 16 / CONTRACT)	<b>Qualification:</b> The candidate must have Bachelors' degree in relevant discipline from an HEC recognized institution. <b>Experience:</b> The candidate must have at least two (02) years (or One (01) year in case of Master’s Degree) of relevant experience in the hospital finance/ billing department preferably in the healthcare sector.	UPTO 35 YEARS
8	Billing Assistant	(BPS – 14 / CONTRACT)	<b>Qualification:</b> The candidate must have Intermediate + relevant Diploma / Certificate. (Preference will be given to the candidates having bachelors' degree in relevant field from an HEC recognized institution. <b>Experience:</b> The candidate must have at least 01 Year relevant experience in the billing department, preferably in the healthcare sector.	UPTO 28 YEARS
9	Office Assistant	(BPS – 14 / CONTRACT)	<b>Qualification:</b> The candidate must have Intermediate + relevant Diploma / Certificate. (Preference will be given to the candidates having bachelors' degree in relevant field from an HEC recognized institution. <b>Experience:</b> The candidate must have at least 01 Year relevant experience in finance department / record room preferably in the healthcare sector.	UPTO 28 YEARS
<b><u>NOTE: THE ADVERTISEMENT FOR THE POST OF ASSISTANT MANAGER FINANCE (FIXED ASSESTS) IS HEREBY CANCELLED.</u></b>				
<p align="center"><b>The application form must also be filled out online at <a href="http://www.duhs.edu.pk">www.duhs.edu.pk</a>.</b></p> <ol style="list-style-type: none"> <li><b><u>Only Sindh domiciled are eligible.</u></b></li> <li>Please clearly mention the name of the post and Specialty on the right top of the envelope.</li> <li>Having relevant international qualifications will be given preference.</li> <li>Applicants should send their applications along with 01 photograph, and one set of attested photocopies of relevant documents (qualifications, experiences, publications, Domicile &amp; CNIC) in a sealed envelope, with three current referral letters and brief curriculum vitae.</li> <li>Applicants currently in Government service or public sector High Education Institutions should apply through the proper channel, <b><u>(With a copy of N.O.C).</u></b></li> <li>Incomplete Applications in any manner Will Not Be Entertained.</li> <li>All Information Will be Kept Confidential.</li> <li>In case of a larger number of candidates for any post, a Pre-Interview Test (MCQs) will be held to shortlist the Candidates.</li> <li>Dow University of Health Sciences Reserves the right to cancel any OR all applications.</li> <li>Only short-listed candidates will be called for an interview.</li> <li>Age relaxation is subject to the approval of the Scrutiny Committee / Selection Board.</li> <li>No TA/DA will be admissible.</li> <li>All documents and experiences will be verified, &amp; any subsequent false or misleading document will result in disqualification from the process/removal from service.</li> <li>Every application must carry a pay order of <b><u>Rs.1500/- (Non-refundable) in favor of Dow University of Health Sciences, Karachi.</u></b></li> </ol> <p align="center"><b>Job applications received on and before 08-05-2025 will only be considered.</b></p> <p align="center"><b>The application should be sent only through courier to the following postal address given.</b></p>				
<b><u>Note: Applications submitted in person or without filling out the online form will NOT be accepted</u></b>			<b>POSTAL ADDRESS</b>  Director Human Resources, Dow University of Health Sciences, Human Resource Directorate, Admin Block, 4 <sup>th</sup> Floor Baba-e-Urdu Road Karachi, Pakistan.	