



Higher Education Commission, Pakistan

VACANCY ANNOUNCEMENT

S. No.	Post	Qualification & Experience
1.	<p>Name of Post: Deputy Director Terms: Regular Post, BPS-18 Minimum Age: 30 years Maximum Age: 45 years Number of Posts: 07 Quota: Merit = 1 Punjab = 2 Punjab (Minority) = 1 Sindh (R) = 1 Sindh (U) = 1 Khyber Pakhtunkhwa = 1</p>	<p>PhD degree with one year experience in the relevant field in BPS-17 and above or equivalent in a Government / Semi-Government / Public Sector Organisation / Autonomous Body / Corporation.</p> <p style="text-align: center;">OR</p> <p>MPhil with 03 years experience in the relevant field in BPS-17 and above or equivalent in a Government / Semi-Government / Public Sector Organisation / Autonomous Body / Corporation.</p> <p style="text-align: center;">OR</p> <p>Master's degree with 5 years' experience in the relevant field in BPS-17 and above or equivalent in a Government / Semi-Government / Public Sector Organisation / Autonomous Body / Corporation. Knowledge of MS Office is also required.</p>
2.	<p>Name of Post: Deputy Director (System Management) Terms: Regular Post, BPS-18 Maximum Age: 45 years Number of Posts: 01 Quota: Balochistan = 1</p>	<p>First Class Master's / Bachelor's degree (16 years) in Information Technology / Computer Science / BCS / BCE / BS Engineering (Electrical / Telecom) or equivalent from HEC recognised institute with 05 years experience in the relevant field in BPS-17 or equivalent in any Government / Semi Government / Autonomous Bodies / National or International organisation of repute.</p>
3.	<p>Name of Post: Deputy Director (SAP Competency Cell) Terms: Regular Post, BPS-18 Minimum Age: 25 years Maximum Age: 40 years Number of Posts: 01 Quota: Punjab = 1</p>	<p>BS / Master's degree (16 years of education) in Business Administration / Public Administration / Computer Science / IT / Finance / Marketing / Supply Chain Management / Commerce/ Economics / HR / Engineering / CA / ICMA or equivalent from HEC recognised university / institute with (05) years' post qualification experience in the field of BASIS / ABAP / HCM / Project System / FI / Material Management in reputed organisation. Candidates having post SAP certification experience in the field of BASIS / ABAP / HCM / Project System / FI / Material Management will be preferred.</p>
4.	<p>Name of Post: Assistant Director Terms: Regular Post, BPS-17 Minimum Age: 21 years Maximum Age: 35 years Number of Posts: 30 Quota: Merit = 1 Punjab = 12 Punjab (Women) = 2 Punjab (Minority) = 1 Sindh (R) = 4 Sindh (U) = 3 Khyber Pakhtunkhwa = 2 Khyber Pakhtunkhwa (Women) = 1 Khyber Pakhtunkhwa (Minority) = 1 Balochistan = 2 Ex-FATA (newly merged in Khyber Pakhtunkhwa) = 1</p>	<p>Master's degree or equivalent. MS Office is also required.</p>

5.	<p>Name of Post: Assistant Director (Statistics) Terms: Regular Post, BPS-17 Minimum Age: 21 years Maximum Age: 35 years Number of Posts: 02 Quota: Punjab = 1 Khyber Pakhtunkhwa = 1</p>	<p>Bachelor's / Master's degree (16 years of education) in Statistics. Knowledge of MS Office, data mining, data analysis and use of different Statistical Packages will be given preference.</p>
6.	<p>Name of Post: Assistant Director (Web Designing) Terms: Regular Post, BPS-17 Minimum Age: 21 years Maximum Age: 35 years Number of Posts: 01 Quota: Sindh (R) = 1</p>	<p>MSc / MCS / BE Computer Science/Technology / Electronics / IT. Sound Knowledge of all the aspects of Web Designing including development and upgradation, HTML, DHTML, ASP, Java Scripts, Web Designing Tools.</p>
7.	<p>Name of Post: Assistant Director (System Management) Terms: Regular Post, BPS-17 Maximum Age: 35 years Number of Posts: 03 Quota: Punjab (Minority) = 1 Khyber Pakhtunkhwa = 1 Balochistan = 1</p>	<p>First Class Master's / Bachelor's degree (16 years) in Information Technology / Computer Sciences / BCS / BCE / BS Engineering (Electrical / Telecom) or equivalent from HEC recognised institute.</p>
8.	<p>Name of Post: Assistant Director (Software Development) Terms: Regular Post, BPS-17 Minimum Age: 21 years Maximum Age: 35 years Number of Posts: 01 Quota: Punjab (Women) = 1</p>	<p>Master's Degree in Computer Science OR BSc (Eng.) in Electronics / Computer System</p>
9.	<p>Name of Post: Assistant Director (SAP Competence Cell) Terms: Regular Post, BPS-17 Minimum Age: 21 years Maximum Age: 35 years Number of Posts: 02 Quota: Merit = 1 Punjab = 1</p>	<p>BS / Master's degree (16 years of education) in Business / Public Administration / CS / IT / Finance / Marketing / Supply Chain Management / Commerce / HR / Engineering or CA / ICMA or equivalent from HEC recognised University / Institute with one year post qualification experience in the field of BASIS / ABAP / HCM / Project System / FI / Material Management. Candidates having SAP / SAP Academy certification in the field of BASIS / ABAP / HCM / Project System / FI / Material Management will be preferred.</p>
10.	<p>Name of Post: Assistant Director (Power) Terms: Regular Post, BPS-17 Maximum Age: 35 years Number of Posts: 01 Quota: Sindh (U) = 1</p>	<p>First Class Bachelor's / Master's degree (16 years of education) in Electrical Engineer (Major: Power). OR BTech (Electrical Technology). Preference will be given to candidates having on-job / practical experience of power systems operation and maintenance.</p>
11.	<p>Name of Post: Law Officer Terms: Regular Post, BPS-17 Minimum Age: 21 years Maximum Age: 35 years Number of Posts: 04 Quota: Punjab = 1 Punjab (Women) = 1 Sindh (R) = 1 Khyber Pakhtunkhwa = 1</p>	<p>Bachelor's degree in Law (LLB) or equivalent from HEC recognised University/Institution with a first class academic record throughout, plus at least 02 years' experience as a practicing lawyer in the field of Services/Corporate Law. Must possess good verbal and written communication skills, MS Office proficiency is pre-requisite.</p>

12.	<p>Name of Post: Assistant Engineer (Electrical) Terms: Regular Post, BPS-17 Minimum Age: 21 years Maximum Age: 35 years Number of Posts: 1 Quota: Punjab = 1</p>	BSc (Electrical Engineering) from HEC recognised University / Institute.
13.	<p>Name of Post: House Manager Terms: Regular Post, BPS-17 Minimum Age: 21 years Maximum Age: 35 years Number of Posts: 1 Quota: Punjab = 1</p>	Master's degree in Business Administration / Hotel Management with one year experience in Five Star Hotel Management. MS Office is also required.
14.	<p>Name of Post: Documentation Officer / Librarian Terms: Regular Post, BPS-17 Minimum Age: 21 years Maximum Age: 35 years Number of Posts: 1 Quota: Punjab = 1</p>	Master's Degree in Library Science / Information Sciences
15.	<p>Name of Post: Business Automation System Coordinator Terms: Contractual Post Tenure of Contract: 01 year (Extendable) Salary: Equivalent to PPS-9, i.e., Rs. 175,000/- p.m. with 5% increase per annum. Minimum Age: 35 years Maximum Age: 55 years Number of Posts: 01 Quota: Merit = 1</p>	First class CA / CA Finalist, ICMA or ACCA qualified with 6 years' experience of financial management and business automation with 5 years' experience at managerial level in a reputed organisation. He / She must have knowledge of Government Finance and Audit Rules and ability to work independently and innovatively with effective interpersonal skills.
16.	<p>Name of Posts: (i) SAP Technical Consultant (BASIS Specialist) (ii) SAP Technical Consultant (ABAP Specialist) Terms: Contractual Posts Tenure of Contract: 01 year (Extendable) Salary: Equivalent to PPS-8, i.e., Rs. 125,000/- p.m. with 5% increase per annum. Minimum Age: 25 years Maximum Age: 5 years Number of Posts: 02 Quota: Merit = 2 (BASIS Specialist=1 and ABAP Specialist=1)</p>	MBA / CA / ICMA / MIT / MCS, HR, Finance, Marketing, Supply Chain Management, Commerce or equivalent from HEC recognised University / Institute. Three years Post qualification experience in SAP in the relevant field in any reputed organisation OR one year experience for SAP Certified Associate, Consultant in BASIS or ABAP respectively.
17.	<p>Name of Posts: (i) SAP Functional Consultant (HR Management) (ii) SAP Functional Consultant (Project System) Terms: Contractual Posts Tenure of Contract: 01 year (Extendable) Salary: Equivalent to PPS-8, i.e., Rs. 125,000/- p.m. with 5% increase per annum. Minimum Age: 25 years Maximum Age: 50 years Number of Posts: 02 Quota: Merit = 2 (HR Management=1 and Project System =1)</p>	MBA/CA/ICMA/MIT/MCS, HR, Finance, Marketing, Supply Chain Management, Commerce or equivalent from HEC recognised University / Institute. Three years Post qualification experience in SAP in the relevant field in any reputed organisation OR one year experience for SAP Certified Associate, Consultant Project System/ HCM / FI respectively.
18.	<p>Name of Post: Business Automation Programme Manager (Finance) Terms: Contractual Post Tenure of Contract: 01 year (Extendable) Salary: Equivalent to PPS-8, i.e., Rs. 125,000/- p.m. with 5% increase per annum. Minimum Age: 25 years Maximum Age: 50 years Number of Posts: 01 Quota: Merit = 1</p>	First Class CA Inter, Inter qualified ICMA or ACCA with 3 years of working experience of financial management in computerised environment in a reputed organisation. He / she must have knowledge of Government Finance and Audit Rules and ability to work matrix environment and to develop team through skill development of other teammates. Preference will be given to candidates having post certification experience in SAP FI.

Application Process:

- Please apply online through: <https://careers.hec.gov.pk> within 30 days from the date of publication of advertisement.
- Please do not send hard copies of application, CV or documents.
- Full details of the position can also be seen at the HEC [careers website](https://careers.hec.gov.pk).
- Application processing fee @ **Rs. 600/-** may be deposited in the online **A/C No. 17427900133401** of HEC maintained for the purpose in Habib Bank Ltd. and receipt may be uploaded on the HEC website <https://careers.hec.gov.pk>.
- Those in government service should apply through proper channel.
- 05 years general age relaxation has already been included. Further age relaxation will be given as per Government rules.
- Incomplete / late applications will not be entertained.
- Experience means experience gained after obtaining the minimum required qualification
- Part time, honorary, apprentice, or internee experience will not be considered.
- Only eligible candidates will be called for interview.
- Interviews of eligible candidates can be arranged via audio/video conference.
- No TA/DA will be admissible for appearing in the interview.
- HEC is an equal opportunity employer.

For enquiries please contact:

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Phone No. 051-90401422, Email: sup_careers@hec.gov.pk

For technical / IT assistance, please call: 051-111-119-432, 0334-1119432