Organization Name:	National University of Computer and Emerging Sciences (FAST-NUCES)		
Job Title:	Officer (Academics)	**Job Category:**	Staff
Department/Group:	Academics	**Position Type:**	Full Time
Location:	Peshawar	**Travel Required:**	No

JOB DESCRIPTIONS

1. Prepare certificate of equivalence, NOC, Degree completion cases and etc.
2. Printing and sending the semester result to all departments.
3. Assisting the faculty members in making and timely submission of results.
4. Record keeping of Final term answer book and Central Academic Office.
5. To prepare classes' schedules and plan/arrange make-up classes with the coordination of the faculty members & students.
6. To support to the Head of Department for preparing documents, conduction of exams.
7. To enter the results of FYPs in Flex Portal.
8. Coordination with the faculty members for timely submission of marks/results, to handle theirs queries and providing support for preparing results etc.
9. To assist and coordinate with Account Office for visiting faculty, TA for different queries and Maintain visiting faculty record and schedules.
10. Generate classroom maintenance and student's attendance reports.
11. Maintain visiting faculty record and schedules.
12. Providing assistance to senior in overall processing of Admissions, from admission applications to enrollment of students.
13. Any other duty assigned by the Reporting Officer.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

At least MBA (16 year education)

PREFERRED SKILLS

1. Proficiency in using office software such as Microsoft Office (Word, Excel, PowerPoint) or Google Workspace.
2. Skills in managing and analyzing academic data, including student records and grades.
3. Ability to interact professionally and courteously with a diverse range of individuals, including students, faculty, and staff members.
4. Skills in managing inquiries, complaints, and feedback from students and parents.

PREVIOUS EXPERIENCE

1. 2 year post qualification experience in relevant field.

Organization Name:	National University of Computer and Emerging Sciences (FAST-NUCES)		
Job Title:	Officer (Systems)	**Job Category:**	Staff
Department/Group:	IT	**Position Type:**	Full Time
Location:	Peshawar	**Travel Required:**	No

JOB DESCRIPTIONS

1. Oversee the Installation, configuration/updation of operating systems on desktop and server machines.
2. Deploy cloud based platforms and services
3. Perform all types of backups and carry out their maintenance
4. Create policies for system (e.g. SE Linux, Windows), firewalls (hardware and software) along with their configuration.
5. Installation and configuration of WiFi Access Points.
6. Write scripts for automation of various activities.
7. Manage NU email accounts, Active Directory, User Quotas, Office 365
8. Manage all network servers and other network components including (Domain Controllers, VPN, Proxies Server, Routers, Switches, UPS etc.)
9. Monitoring the activities on, and performance of university network, and troubleshoot network issues.
10. Manage and Optimize network traffic
11. Identify, Contain, Assess, and Mitigate in eventuality of system or network security breach.
12. Coordinating with IT Staff on Computing Lab issues so that they are fully functional for students.
13. Oversee inventory control and management
14. Supervise and trains Technical Assistants.
15. Any other duty assigned by the Reporting Officer.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

BS in Computing (16 year education).

PREFERRED SKILLS

1. Proficiency in managing and maintaining servers, networks, and IT infrastructure, including both Windows, and Linux systems.
2. Proficiency in scripting languages (Bash), Web development (PHP), and basic programming (C/C++)
3. Knowledge of networking protocols, hardware, and software, including routers, switches, firewalls, and VPNs.
4. Knowledge of cloud based frameworks and their management (e.g. Kubernetes, Docker, Google Cloud)
5. Knowledge of database administration (e.g., SQL, Oracle, MySQL)
6. Understanding of cybersecurity principles, including firewall configuration, intrusion detection, data encryption, and access controls.

PREVIOUS EXPERIENCE

1. 2 year experience in server administration, virtualization, & cloud technologies will be preferred

Organization Name:	National University of Computer and Emerging Sciences (FAST-NUCES)

Job Title:	Officer (QEC)	**Job Category:**	Staff
Department/Group:	QEC	**Position Type:**	Full Time
Location:	Peshawar	**Travel Required:**	No

JOB DESCRIPTIONS

1. Assessment of degree programs through 'Self-Assessment Report (SAR) Manual.
2. Maintaining internal communication with the Departments through the HOD's Office for ensuring compliance.
3. Arranging awareness seminars on Quality assurance.
4. Ensured follow up on the Implementation plans/Corrective measures after Assessment/evaluation visits.
5. Data Collection for Program Level Accreditation (HEC MS/MPhil & PhD Program Reviews).
6. Attending video conferencing/meetings and presentations on Quality assurance at other universities (HEC) Islamabad.
7. Data collection, reporting for Alumni, Employer and Surveys of graduating student's department wise.
8. Course Files /Course Evaluation Reports' for the year wise.
9. Preparing Quarterly/Yearly Progress Reports on all the (QEC) related activates of the campus to the Head Office/ Quality Assurance Agency, (HEC) Islamabad.
10. To overlook and enhance the institutional quality standards in association with the students learning and teaching.
11. Compliance on HEC-QEC Revised Criteria 2017-18.
12. Self-Assessment Reports and AT visits of all programs being offered at campus.
13. HEC/Self-review visit of Institutional Performance Evaluation (IPE).
14. Coordinate and Liaison with all other departments on data collection, data management
15. Any other duty assigned by the Reporting Officer.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

BBA

PREFERRED SKILLS

1. Must have quality assurance knowledge, e.g. understanding of quality assurance standards, program evaluation, and accreditation processes.
2. Proficiency in using office software such as Microsoft Office (Word, Excel, PowerPoint) or Google Workspace.
3. Must have good knowledge of data analysis and reporting, e.g. data collection and analysis, report writing, performance indicators.
4. Must have research oriented approach, e.g. educational research, benchmarking, survey design and analysis.
5. Must have good verbal and written communication skills.

PREVIOUS EXPERIENCE

1. 2 year experience in quality assurance will be preferred

Organization Name:	National University of Computer and Emerging Sciences (FAST-NUCES)
Job Title: Assistant Officer (Accounts)	**Job Category:** Staff
Department/Group: Accounts	**Position Type:** Full Time
Location: Peshawar	**Travel Required:** No

JOB DESCRIPTIONS

1. Operating university FMS (Fee Management System) for issuing fee Challan, fee payable, fee receivable, & miscellanies report for Audit.
2. Operate GBMS (Global Business Management Solution) for monitoring and controlling inventory control system.
3. Perform tasks related to Bank Payments, Bank Receipt, Cash Payment, Cash Receipt and General vouchers of University.
4. Support seniors in preparation of annual budget.
5. Prepare employee OPD Expenses detail and issue disbursements
6. Address student queries on financial matters through email as well as one stop shop / student affairs.
7. Preparing Student Financial Aid details and other scholarships, and coordinate with Student Affairs on their management.
8. Maintain Financial Aid Loan Recovery and Manage detail of each Students record.
9. Preparing Student Transport detail every semester and disbursed transporter bill every month.
10. Manage financial matters associated with university hostel
11. Any other duty assigned by the Reporting Officer.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

BBA/B. Com

PREFERRED SKILLS

1. Must have Accounting knowledge, e.g. general ledger accounting, accounts payable/receivable, bank reconciliation, budgeting.
2. Must have knowledge of financial reporting, e.g. financial statement preparation, financial analysis, tax compliance.
3. Must have software proficiency, e.g. accounting software's, spreadsheet skills.

PREVIOUS EXPERIENCE

1. 2 year experience in taxation will be preferred

The ideal candidate for each position should have the ability to work independently and as part of a team. Excellent Communication and Promising Leadership skills will be a plus!

Perks & Benefits:

• Market Competitive Salary	• Group Hospitalization Insurance
• Employees Provident Fund	• Provident Fund Loan
• In-House Medical Centre	• Group Life Insurance
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Only short-listed applicants will be called for the test/interview.

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For more information, please contact at **pwr.hr@nu.edu.pk**

Human Resource Department
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