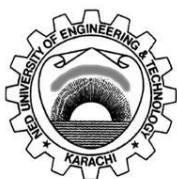


NED University of Engineering & Technology



Registrar

University Road, Karachi -75270, Pakistan
Telephone: 99261261-8 Fax: (92 - 21) 99261255
E-Mail: registrar@neduet.edu.pk
Website: <http://www.neduet.edu.pk>
Ref. DR(Estab)/(22)/2108
Dated: 25-02-2019

Job Opportunities

Application on the prescribed application forms are invited from nationals of Pakistan domiciled in the Sindh Province for the posts given below. Application should contain Bio-Data, attested photocopies of Educational Certificates from Matriculation onwards, experience Testimonials. CNIC, Domicile and Character Certificates and Two (02) references.

No.	Name of Post	Qualification / Experience
1	Manager Panjwani Hisaar Water Institute (PHWI)	Master Degree in Geography or Equivalent At least fifteen years working experience in development sector. Experience in water sector will be preferable

• **JOB REQUIREMENT**

- To manage the day to day affairs of the PHWI during its formative phase.
- To organize various events and activities related to PHWI under the guidance of Dean AMS/Acting Director PHWI.
- To liaise and linkup with the various government agencies, international organizations, professorial groups and experts under the directives of the Director PHWI.
- To maintain and manage research, office correspondence and documents as per routine working of PHWI.
- To liaise with other University offices as and when required.
- To assist in the conduct of short courses and training at PHWI.
- The candidate must be well versed in management tasks, research and documentation works and networking. He/ She must possess excellent interpersonal skills and fluent communication in English and Urdu
- Nature of appointment shall be contractual, initially for six months.

IMPORTANT NOTES:

1. Prescribed application forms can be downloaded / obtained from the office of Registrar.
2. Duly filled application form, attested copies of educational & experience certificates, domicile should reach the undersigned latest by 15-03-2019.
3. Maximum age limit for the applicant is 50 years.
4. Incomplete application forms, also those received after the due date will not be considered.
5. Only short listed applicants will be called for test/interview.
6. Any kind of direct or indirect approach or influence will be disqualification.
7. NO TA/DA shall be admissible.

Registrar