

CAREER OPPORTUNITIES			03	Position/Job Title	Project Coordinators / Managers for CBS, Allied Solutions and Digital Channels (OG-Is/AVPs)
Our client, a prestigious bank with a growing network is looking energetic, dynamic and dedicated resources having relevant experience and are willing to work in Project Management Office, Information Technology Division of a Bank for execution and implementation of Core Banking Solution and Digital Channels Project. The following skills and other criteria are required for the positions. All positions are based at Islamabad / Muzaffargarh AK			Reporting to		PMO Head / Divisional Head IT
Academic/Professional Qualification			Minimum Bachelor degree holder preferably in IT/related discipline from HEC recognized university. Degree in relevant field and professional certification (PMP) will be treated as advantageous.		
Experience:			Minimum 5 years with 3 years' experience in related field covering: • Coordination with vendors' PMO team and bank's stakeholders • Banking products and banking operations • CBS execution and conversion of technology platform • Integration and interfacing with allied solution • Alternate delivery channels (ADCs)		
Skills and Main Responsibilities:			• Applying appropriate project management standards for successful implementation of the project. • Planning and monitoring implementation process of the project. • Preparing and maintaining the project's stages/ milestones and exception plans as required. • Managing project risks including the development of contingency plans. • Liaison with program management if the project is part of a comprehensive program and ensure clear communication and goal alignment • Coordinate with vendors' PMO team and bank's stakeholders to ensure meeting automation requirement of the business/operations. • Applying agile project management technique for change control and configuration management processes. • Reporting / presenting status on project progress using high powered presentation to the management/Board/any Committee. • Maintaining an awareness of potential interdependencies with other projects and their impact. • Managing project administration / charter • Monitoring the daily progress of projects • Providing detailed updates to high-ups or other stakeholders • Organizing reports, invoices, contracts, and other financial files of the project for easy access • Planning meetings and organizing project logistics. • Ability to use Project management tools/systems for managing projects such as Microsoft Office, MS Project and other related project management tools • Track project progress using task management tools and address bottlenecks efficiently.		
01	Position/Job Title	PMO Head (EVP/SVP)	01	Position/Job Title	System / Network Security Officers (OG-I/OG-II)
Reporting to		Divisional Head IT / Projects Sponsoring Committee	Reporting to		Divisional Head IT
Academic/Professional Qualification		Minimum Bachelor degree holder in IT/related discipline from HEC recognized university. Degree in Project Management and / Professional certifications (PMP) or PRINCE2 certification in addition to the graduation will be preferred.	Academic/Professional Qualification		Minimum Bachelor degree holder preferably in IT/related discipline from HEC recognized university. Relevant certification, such as CCNA or OWSE, (SOC, CISSP, CISM, or CISA are a plus)
Experience		Overall, 10 years' experience of managing projects and teams including minimum 5 years' experience of Core Banking implementation management covering Managing team of 10-15 resources • Financial & deposit products • Retail banking and banking operations • Integration and interfacing with allied solution • Alternate delivery channels (ADCs) such as ATM, mobile banking, internet banking, Card Management systems. Working experience of multiple and complex IT related projects.	Experience:		Minimum 2-3 years' experience in WAN/networks/web applications /penetration testing. (With same role) • Strong knowledge of security frameworks and standards. • Excellent leadership, communication, and interpersonal skills. • Should have experience in Vulnerability Assessment and Penetration Testing (VAPT).
Other Skills, Expertise / Knowledge required		• Strong leadership skills and Problem-solving mindset to handle routine project challenges; • Comprehensive knowledge of banking/ banking applications and Core Banking suits. • Understanding of e-Channels including but not limited to ATMs, Mobile application and internet banking. • Excellent verbal and written communication and presentation with technical and non-technical audience of various levels in the organization. • Excellent analytical, decision making, problem solving, teams, conflict resolution and time management skills • Standard project management methodologies and best practices for delivery of projects, well versed with waterfall/agile project methodologies • Develop consolidated end-to-end project plans for complex deliveries • Ability to use Project management tools/systems for managing projects such as Microsoft Office, MS Project and other related project management tools	Other Skills		• Conversant with databases, networks (LAN, WAN) and patch management. • Knowledge of system security (e.g., intrusion detection systems) and data backup/recovery • Familiarity with various operating systems and platforms • (Latest ISO requirements and security controls) Understanding of HTTP and HTTPS, as well as their underlying implementations. • Basic programming proficiency, sufficient to write and execute scripts from the command line. • Familiarity with cloud and software security best practices. • Knowledge of network and endpoint security technologies.
Outline of main duties/ responsibilities		• Provide project management services and overseeing the selected IT projects. • Ensure proper initiation of Core Banking Solution project and its successful closure through close coordination with vendors' project implementation teams and BAJK internal stakeholders. • Mentor, train, and guide the organization's project teams as they learn and then adopt project management best practices in their projects. • Provide a variety of regular updates ranging from weekly status of enterprise projects to an annual report on the organization's progress at institutionalizing project management Plan & track the deliverables throughout project lifecycle. • Set the standard, provide tools (e.g. tool, templates) and then be the resident advocate and model for good project management practices. • Keep Business Transformation Team (if exists), ITD, BAJK's management team, BoD, and project management community informed as well as SBP if requires so. • Serve as BAJK's authority on IT project management practices. • Integrate project management within enterprise & improve integration of projects within the business and operations groups/divisions. • Ensure comprehensive project documentation throughout project lifecycle. • Manage and communicate the project risks & issues proactively to achieve project goals. • Report project's progress/status in timely & effective manner to the management. • Analyze gaps and planning improvements in PMO processes, SOPs, systems, workflows, documentation, manuals, guidelines, practices for adding value to the business from different dimensions.	Main Responsibilities:		• Will work as backup resource for network and System Administration. • Actively look for security vulnerabilities in our application and network, reporting issues and describing possible solutions. • Support design and maintain our security infrastructure. • Stay up to date with security news, keeping an eye for the latest vulnerabilities and remedies emerging in the field. • Actively liaise with the development/project team to ensure a secure architecture. • Provide regular reports/auditing our current services and latest changes, as well as our internal practices. • Monitor our server traffic, ticketing and reporting unusual packets. • Lead incident response including investigation, containment, and remediation. • Educate staff on security awareness and policies. • Provide regular security status updates to senior management.
01	Position/Job Title	Database Administrator OG-I/AVP	01	Position/Job Title	Information Security Officer (OG-I/OG-II)
Reporting to		Divisional Head IT	Reporting to:		Divisional Head Risk Management Division
Academic/Professional Qualification		Minimum Bachelor degree holder in IT/related discipline / Engineering from HEC recognized university	Academic/Professional Qualification:		Minimum Bachelor degree holder preferably in IT/related discipline from HEC recognized university. Relevant certification, such as CISM / CISSP / CISA / ISO 27001 Lead Implementer or Auditor will add value.
Experience		Minimum 5 years' experience in IT/banking with 3 years' experience in relevant field. Experience in handling complex database recovery scenarios, troubleshooting various installation and patching issues. Experience in Oracle engineered systems like Exadata and database migration from legacy to a higher version. Experience in any one Cloud technologies.	Experience		Minimum 3-5 years' experience in IT / Information security field and related regulatory compliance. • Strong knowledge of security frameworks and standards. • Should have experience in information security and its related regulatory compliance.
Other Skills		Extensive knowledge and solid troubleshooting experience in the following areas: RAC, ASM, Exadata, Performance tuning, Data Guard (Physical/Logical and active data guard), DG Broker, latest version of Oracle RDBMS. • Must have clear concept of databases • Hands on experience for working on Oracle database (RDBMS) environment such as Toad, SQL developer. • Strong knowledge of backups, restores, recovery models, clustering and Replication. • Should be competent enough to make an effective roadmap to databases for Bank's products. • Ability to detect and troubleshoot database issues: CPU, memory, I/O, disk space and other resource contention related to Database performance in I/O processes. • Understand coding and service management (to some degree) and Database object table, procedure, function etc. • Good verbal/written communication • Inter-personal and team working skills	Other Skills:		• Strong understanding of banking IT systems and cybersecurity risks • Knowledge of SBP regulatory requirements • Risk assessment and analytical skills • Strong documentation and reporting abilities • Ability to communicate effectively with management and regulators • High integrity, independence, and professional judgment
Main responsibilities:		• Provide strategic direction and leadership for the organization's database platforms, aligning database strategies with overall business objectives and IT goals. • Key duties will include the analysis of the existing databases of Core Banking Software and come up with solutions for Database designing, re-designing, deployment and optimization as per the best practices. • Performing standard database maintenance and administration tasks. • Oversee the administration of all database platforms, ensuring their efficient operation, security, availability, and performance. (Relational Model in DBMS) • Review all security standards employed on the databases and implement improvements accordingly such as develop and enforce database security policies, implement access controls, encryption, and auditing mechanisms to protect data integrity and ensure compliance with regulatory requirements. • Monitor database performance metrics, analyze trends, identify areas for improvement, and implement performance tuning strategies to enhance database efficiency and responsiveness. • Troubleshooting and resolving database integrity, performance, blocking and deadlocking, connectivity, security issues etc. • Performing routine configuration, installation, and reconfiguration of database and related products. (Latest patches and updates). • Support database platforms and help define strategies for data acquisition, recovery, migration and archiving. • Design and implement robust backup and recovery strategies to ensure data availability and minimize downtime in case of system failures or disasters. • Forecast future capacity requirements based on business growth and application needs. Plan and implement database infrastructure upgrades and expansions as necessary. • Manage relationships with database platform vendors, including negotiation of contracts, licensing agreements, and maintenance/support services to ensure optimal service delivery. • Lead and manage a team of database administrators and engineers. Provide mentorship, guidance, and professional development opportunities to enhance team performance and skills. • Willingness to work in shifts on weekends and holidays.	Main Responsibilities:		• Information Security Governance • Risk Assessment & Management • Regulatory Compliance & Audit Coordination • Access Control & Privileged User Management • Cybersecurity Operations Oversight • Information Security Incident Management • Vendor & Third-Party Security Risk Management • Secure Architecture & Change Management • Data Protection & Business Continuity • Awareness & Capacity Building • Reporting & Escalation
01	Position/Job Title	Systems Administrator (OG-I/AVP)	02	Position/Job Title	Business Analysts (OG-I)
Reporting to		Divisional Head IT	Reporting to		PMO Head/Divisional Head IT
Academic/Professional Qualification		Minimum Bachelor degree holder in IT/related discipline / Engineering from HEC recognized university. Preferable certification MCSA (Microsoft Certified System Administration) Proficiency with Windows server and Linux operating systems.	Academic/Professional Qualification		Minimum Bachelor's degree in Computer Science, Information Technology, Business Administration, or related field. • Additional certifications such as Certified Business Analysis Professional , (CBAP) or Project Management Professional (PMP) are advantageous
Experience:		Minimum 5 years' experience in IT / banking with 3 years' experience in relevant field	Experience		• Minimum 03 years' experience in business analysis or a related field. • Demonstrated experience in gathering and analyzing business requirements, translating them into technical specifications, and working with development teams. • Demonstrated experience in analyzing business processes, identifying gaps, and recommending solutions. • Proficiency in using gap analysis techniques and tools to assess current vs desired state.
Other Skills		• Conversant with databases, networks (LAN, WAN) and patch management. • Knowledge of system security (e.g., intrusion detection systems) and data backup/recovery • Familiarity with various operating systems and platforms • Problem-solving aptitude • Understanding with cloud computing • Comprehensive knowledge of banking/banking applications • Good verbal/written communication • Inter-personal and team working skills • Understanding of Web Servers: Familiarity with hosting servers SSL/TLS Certificates • Professional certifications (e.g., Red Hat Certified Engineer (RHCE)) are often preferred.	Other Skills, Expertise / Knowledge required		• Strong analytical and problem-solving skills. • Excellent communication and interpersonal skills with ability to effectively communicate with stakeholders at all levels. • Proficiency in documentation and presentation tools (such as MS Offices and PowerPoint) • Knowledge of software development lifecycle (SDLC) processes.
Main Responsibilities:		• Install and configure software and hardware. • Manage network servers and technology tools. • Set up accounts and workstations. • Monitor performance health, security and maintain systems and servers according to requirements. • Troubleshoot issues and outages. • Ensure security through access controls, backups, VPNs and firewalls. • Upgrade systems with new releases and models • Develop expertise to train staff on new technologies • Build an internal wiki with technical documentation, manuals and IT policies. • Value addition in developing IT related policies and implement those policies • Ensure health of servers and systems for satisfactory performance through proper adherence to their Service Level Agreements (SLAs). • Manage and configure virtualized environments, including VMware, Hyper-V, or similar platforms. • Implement data retention and recovery policies to ensure data integrity and availability. • Generate regular reports on resource usage, availability, and costs. • Develop and test disaster recovery plans to guarantee business continuity. • Handle Active Directory, LDAP, or similar directory services to organize users and resources. • Maintain an inventory of all software resources, ensuring timely upgrades.	Outline of main duties/ responsibilities:		• Collaborate with business stakeholders to understand their requirements, objectives, and challenges. • Conduct analysis of business processes, systems, and data to identify gaps and opportunities for improvement. • Translate business requirements into technical specifications and user needs, ensuring alignment with strategic objectives. • Work closely with development/projects' cross functional teams to ensure that solutions meet business needs and requirements. • Facilitate communication between business stakeholders and technical teams throughout the project lifecycle. • Develop and maintain documentation including requirements, design specifications, and user manuals. • Continuously assess and refine business impact analysis processes and methodologies to improve effectiveness and efficiency. • Participate in testing and validation of new systems or software solutions to ensure functionality and usability. • Provide training and support to end-users on new systems and processes. • Stay current with industry trends and best practices in business analysis and IT.
01	Position/Job Title	Quality Assurance Analyst (OG-I)	01	Position/Job Title	Quality Assurance Analyst (OG-I)
Reporting to:		PMO Head/Divisional Head IT	Reporting to:		PMO Head/Divisional Head IT
Academic/Professional Qualification		• Bachelor's degree in Computer Science, Information Technology, or related field. • Relevant certifications such as Certified Software Quality Analyst (CSQA) or ISTQB Certified Tester are advantageous.	Academic/Professional Qualification		• Bachelor's degree in Computer Science, Information Technology, or related field. • Relevant certifications such as Certified Software Quality Analyst (CSQA) or ISTQB Certified Tester are advantageous.
Experience:		• Minimum 03 years' experience in software quality assurance or a related role. (software testing, quality assurance, or banking systems testing) • Proven experience in developing and executing test plans, test cases, and test scripts. • Familiarity with manual and automated testing methodologies and tools.	Experience:		• Minimum 03 years' experience in software quality assurance or a related role. (software testing, quality assurance, or banking systems testing) • Proven experience in developing and executing test plans, test cases, and test scripts. • Familiarity with manual and automated testing methodologies and tools.
Other Skills, Expertise / Knowledge required		• Strong analytical and problem-solving skills. • Excellent communication and interpersonal skills. • Attention to detail and accuracy. • Ability to work both independently and collaboratively in a team environment. • Knowledge of software development lifecycle (SDLC) processes. • Familiarity with testing frameworks such as Selenium, JUnit, or TestNG.	Other Skills, Expertise / Knowledge required		• Strong analytical and problem-solving skills. • Excellent communication and interpersonal skills. • Attention to detail and accuracy. • Ability to work both independently and collaboratively in a team environment. • Knowledge of software development lifecycle (SDLC) processes. • Familiarity with testing frameworks such as Selenium, JUnit, or TestNG.
Outline of main duties / responsibilities		• Develop and execute test plans, test cases, and test scripts to validate software functionality, performance, and reliability. • Conduct thorough manual testing of web and mobile applications, as well as backend systems. • Utilize automated testing tools and frameworks to streamline the testing process and improve efficiency. • Document and track software defects using bug tracking tools and work closely with development teams to ensure timely resolution. • Collaborate with cross-functional teams to understand requirements and provide feedback on system design and functionality. • Perform regression testing to verify bug fixes and ensure that new features do not negatively impact existing functionality. • Analyze test results and provide regular reports on testing progress, including defect metrics, test coverage, and overall quality status. • Participate in release planning and deployment activities to ensure that software releases meet quality standards and customer expectations.	Outline of main duties / responsibilities		• Develop and execute test plans, test cases, and test scripts to validate software functionality, performance, and reliability. • Conduct thorough manual testing of web and mobile applications, as well as backend systems. • Utilize automated testing tools and frameworks to streamline the testing process and improve efficiency. • Document and track software defects using bug tracking tools and work closely with development teams to ensure timely resolution. • Collaborate with cross-functional teams to understand requirements and provide feedback on system design and functionality. • Perform regression testing to verify bug fixes and ensure that new features do not negatively impact existing functionality. • Analyze test results and provide regular reports on testing progress, including defect metrics, test coverage, and overall quality status. • Participate in release planning and deployment activities to ensure that software releases meet quality standards and customer expectations.
			AJK No. 45D/9/2026 Page-1		



HEC RESEARCH AWARDS 2026-27

CALL for APPLICATIONS

The Higher Education Commission (HEC) invites Pakistani researchers/ scholars to submit applications for HEC Research Awards competition. The objective of these Awards is to recognize excellence in research, contributions to intellectual development and promote high impact publications.

AWARD CATEGORIES

The awards will be given in the following three categories:



ELIGIBILITY CRITERIA

General Eligibility

- The applicant must never have been blacklisted by HEC
- The applicant/publication must not have received the same award earlier
- None of the publications on Applicant/Authors' credit is plagiarized as per HEC plagiarism policy

a) Best Researcher

- The applicant must have been a resident of Pakistan for at least three years on January 01, 2026

b) Best Young Researcher

- The applicant must be under 40 years of age on January 01, 2026
- The applicant must be a resident of Pakistan for at least one year on January 01, 2026

c) Best Publication

- The publication must be a scholarly book or journal article
- The publication must not be more than three years old before January 01, 2026
- The publication must be written by no more than three authors
- All authors must be residents of Pakistan for at least three years on January 01, 2026
- Research article must be published in a HEC recognized W-category journal
- A publication (including extended version of a paper) that have previously been submitted for the same category of award is not eligible for re-submission
- Book must be published by a recognized/renewed academic press

How to Apply

- Application forms must be submitted to HEC via online portal: <https://research.hec.gov.pk>
- Incomplete or late applications will not be entertained.

Deadline: Saturday, October 31, 2026

For Further Information and application submission please visit: <https://www.hec.gov.pk/site/HRA>
Email contact: hra@hec.gov.pk

Team to Facilitate:

Ms. Humaira Qudus
Director (R&D), HEC
051-90401904

Mr. Muhammad Bilal Malik
Deputy Director (R&D), HEC
051-90401919

Mr. Aijaz Ahmed
Assistant Director (R&D), HEC
051-90401945

- Stay current with emerging trends and best practices in quality assurance and software testing.
- Identify and report bugs, errors, and system inefficiencies.
- Maintain QA documentation, test scripts, and testing reports
- Ensure compliance with banking regulations and security standards.
- Perform regression, functional, and user acceptance testing (UAT).

01 Position/Job Title	IS Audit Officer (OG-I)
Reporting to:	PMO Head / Divisional Head Audit
Academic/Professional Qualification	- Bachelor's degree in Computer Science, Information Systems, or related field. - Certified Information Systems Auditor (CISA) certification is required. - Additional certifications such as Certified Information Security Manager (CISM) or Certified Ethical Hacker (CEH) are advantageous. - Strong understanding of IT governance frameworks (e.g., COBIT, NIST, ISO 27001).
Experience	- Minimum 03 years' experience in information systems auditing, IT security, or related field. - Demonstrated experience in planning and executing information systems audits in accordance with industry standards and regulatory requirements. - Strong understanding of information security principles, standards, and frameworks (e.g., ISO 27001, NIST Cybersecurity Framework). - Experience in conducting technical testing and analysis of IT systems and applications, including vulnerability assessments and penetration testing.
Other Skills, Expertise / Knowledge required	- Excellent analytical and problem-solving skills. - Strong communication and interpersonal skills. - Proficiency in using audit tools and software, such as vulnerability scanners, penetration testing tools, and audit management systems. - Ability to work independently and collaboratively in a dynamic environment. - Knowledge of audit methodologies and techniques, including risk assessment, control testing, and evidence collection.
Outline of main duties / responsibilities	- Plan and execute information systems audits to assess compliance with policies, regulations, and industry standards. - Conduct risk assessments to identify potential threats and vulnerabilities in information systems and infrastructure. - Evaluate the design and effectiveness of information systems controls, including logical access controls, change management processes, and data security measures. - Review and assess compliance with applicable laws, regulations, and industry standards, such as GDPR, ISO 27001, and NIST. - Perform technical testing and analysis of IT systems and applications, including vulnerability assessments, penetration testing, and security configuration reviews. - Document audit findings, including identified risks, control deficiencies, and recommendations for remediation. - Communicate audit results and recommendations to management and stakeholders, including written reports and presentations. - Collaborate with IT teams to develop and implement corrective action plans to address identified deficiencies and improve controls. - Monitor the implementation of remediation efforts and verify that corrective actions are effective in mitigating risks. - Review and assess IT policies, processes, and internal controls. - Provide recommendations to strengthen IT security and mitigate risks.

01 Position/Job Title	Training Officer (OG-I/OG-II)
Reporting to:	PMO Head / Divisional Head IT
Academic/Professional Qualification	- Bachelor's degree in Computer Science, HRM or related field. - Certifications in relevant field will be advantageous for the candidates. (e.g., CIPD, ATD)
Experience	- Minimum 2-3 years' experience in relevant field. - Experience in designing and conducting training needs analysis / imparting IT related trainings or MIS reporting etc. will be preferred. - Strong understanding of concept "train the trainers"
Other Skills, Expertise / Knowledge required	- Conducting TNA (Training Needs Analysis) skills - Strong communication and interpersonal skills. - Proficiency in organizing trainings using e-learning tools and software. - Knowledge and ability to manage training needs of cross functional and projects' team members.
Outline of main duties / responsibilities	- Planning and identifying training needs programs required to be conducted for business users and team members. - Arrange/manage/conduct programs on the concept of train the trainers. - Leading programs to assist employees with transitions due to technological changes, acquisitions and mergers - Communicating with management, trainers and team members to ensure that all needs are met - Setting up and conducting orientation programs on new IT projects for senior management. - Arranging on-the-job trainings for new hires - Resolving any specific problems and tailoring training programs as necessary. - Arrange and ensure training supplies/materials for each training sessions. - Keeping records of all training/orientation sessions conducted - Assess training needs and create customized learning materials. - Ensure compliance with regulatory training requirements.

متفرق اشتہارات

DAR-E-ARQAM SCHOOL
(Urgency Required)
Vice Principal
Teacher Primary/Secondary
English, Biology, Physics, Chemistry, Maths, Urdu, Computers
Admission Fee: PKR 10,000
Computer Operator
Send CV on Whatsapp
03335564126
0300-5318735 Islamabad

ADMISSION OPEN
0300-5318735 Islamabad

مذکورہ بالا کونسلٹنٹ میں / فی میل مطلوب ہے

اسلام آباد میں ایک گروہی پیشہ کو ملازمت اور درآمد کر لیں
اکاؤنٹنٹ میں / فی میل کی ضرورت ہے۔ امیدوار کے پاس B.Com /
Accounting & Finance BS
متعلقہ تجربہ ہونا ضروری ہے۔ اکاؤنٹنٹ سافٹ ویئر، ایک ٹیکس، بینک
ریکلیٹن انٹرن، سیو سیکر اور پے ایبلز پر ابھی دسترس رکھنے والے امیدوار
CV بنا کر ای میل کریں۔

+ 92 330 8883082

VACANCY ANNOUNCEMENT

ADVISER TO THE RECTOR (Arts, Culture, Heritage & Creative Industries)

COMSATS University Islamabad (CUI), a leading public-sector university with a strong commitment to academic excellence, research, innovation and societal engagement, invites applications from distinguished professionals for the position of **Adviser to the Rector - Arts, Culture, Heritage & Creative Industries**. The Adviser will work closely with the Rector in developing and implementing initiatives that strengthen the University's contribution to arts, culture, heritage conservation, creative industries, community engagement and interdisciplinary education.

Key Responsibilities

The Adviser will:

- Advise the Rector on the development of a university-wide strategy for arts, culture, heritage and creative expression.
- Develop initiatives linking the University's academic, research and creative capabilities with Pakistan's cultural heritage and contemporary creative industries.
- Advise on strengthening and expanding programmes in Art & Design, architecture, cultural studies, heritage conservation and related interdisciplinary areas.
- Facilitate collaborations with museums, galleries, cultural institutions, heritage authorities, universities and international organisations.
- Develop opportunities for exhibitions, artist residencies, lectures, workshops, cultural events and public engagement programmes at CUI.
- Promote research and documentation relating to Pakistan's tangible and intangible cultural heritage, traditional crafts, visual culture, indigenous knowledge and ecological heritage.
- Identify opportunities for international collaborations and representation of CUI in global arts, culture and heritage networks.
- Advise on the integration of creativity, design thinking and cultural perspectives into the University's broader educational and innovation agenda.
- Support initiatives connecting traditional crafts and cultural heritage with entrepreneurship, design, technology and creative industries.
- Undertake special assignments and strategic projects entrusted by the Rector.

Nature of Appointment

The position will be offered on a contract/consultancy basis on terms and remuneration commensurate with the candidate's qualifications, experience and professional standing. The Adviser will report directly to the Rector, COMSATS University Islamabad.

How to Apply

Applications should clearly mention "Application for Adviser to the Rector - Arts, Culture, Heritage & Creative Industries" in the subject line. The University reserves the right to accept or reject any application without assigning any reason. Interested candidates may submit their CV, a brief statement of purpose and details of relevant professional, academic, research and creative work to the address mentioned below:

Eligibility

Applicants should preferably possess:

- A PhD, MPhil, Master's degree or equivalent professional qualification in Fine Arts, Visual Arts, Art & Design, Architecture, Heritage Conservation, Cultural Studies, Humanities or a closely related field.
- A distinguished record of academic, professional, artistic, research or cultural achievement.
- Demonstrated experience in university teaching, academic leadership, research, cultural institutions, heritage projects or creative industries.
- Evidence of publications, exhibitions, research projects, cultural initiatives or professional contributions of national and/or international significance.
- Experience in developing institutional collaborations and working with national or international cultural organizations will be an advantage.
- Strong communication, networking, analytical and project-development skills.
- Excellent command of English and Urdu.

Preferred Profile

Preference may be given to candidates who demonstrate a combination of:

- Academic Leadership | Artistic/Creative Practice | Heritage & Cultural Research | International Exposure | Institutional Development | Community Engagement

The successful candidate should be capable of working at the strategic level with the Rector while also translating ideas into practical, visible and sustainable University initiatives.

How to Apply

Application forms must be submitted to HEC via online portal: <https://research.hec.gov.pk>

Incomplete or late applications will not be entertained.

Deadline: Saturday, October 31, 2026

For Further Information and application submission please visit: <https://www.hec.gov.pk/site/HRA>
Email contact: hra@hec.gov.pk

Team to Facilitate:

Ms. Humaira Qudus
Director (R&D), HEC
051-90401904

Mr. Muhammad Bilal Malik
Deputy Director (R&D), HEC
051-90401919

Mr. Aijaz Ahmed
Assistant Director (R&D), HEC
051-90401945

Application should be sent to:

General Manager (Human Resource Section)
COMSATS University Islamabad
Principal Seat, Park Road, Tarlai Kalan, Islamabad, 45550
Telephone No: 051-90495258
www.comsats.edu.pk

01 Position/Job Title	MIS Reporting Analyst / Officer (OG-I/OG-II)
Reporting to:	PMO Head / Divisional Head IT
Academic/Professional Qualification	- Bachelor's degree in Computer Science, Information Systems, or related field. - Proficiency in data analysis tools such as SQL, Excel, Power BI, or Tableau. - Knowledge of banking systems and reporting standards
Experience:	- Minimum 03 years' experience in relevant field. - Experience with strong understanding of MIS reporting, designing views /dashboard for management.
Other Skills, Expertise / Knowledge required	- Well conversant with need of MIS reporting, designing views/dashboard as DSS for the management. - Strong communication and interpersonal skills. - Knowledge with understanding of the system and technology to ensure reports development as per business requirement. - Proficiency in analysis of business information and suggest correctly required reports for management at the right time and place.
Outline of main duties / responsibilities	- Analyze business information and help business to develop required reports, views and dashboard for the management. - Ensure all reports are developed and available in the system as identified and required to the business/operations and other users. - Test and confirm all reports are properly generated through system. - Maintain MIS documentation and complete record of MIS reports development. - Provide recommendations to update current MIS to improve reporting efficiency and consistency. - Perform data analysis for generating reports on periodic basis. - Extract, clean, and analyze banking data for trends and insights. - Develop MIS system for customer facilitation and internal communication. - Provide strong reporting and analytical information support to management team. - Suggest both periodic and ad hoc reports as needed. - Participate in cross-functional meetings to resolve recurring customer issues. - Ensure timely and accurate reporting to regulatory bodies and senior management. - Collaborate with IT and business teams to enhance data integrity and reporting standards.
02 Position/Job Title	Project Support Officers (OG-II)
Reporting to:	PMO Head / Divisional Head IT
Academic/Professional Qualification	- Minimum Bachelor degree holder in IT/related discipline from HEC recognized university. - Certification in project management (e.g., PMP, PRINCE2) is an advantage - Strong organizational and coordination skills.
Experience:	- Minimum 2 years' experience in project management supporting role. (Project coordination, banking operations, or IT projects) - Familiarity with banking processes, regulatory requirements, and project lifecycle. - Experience in supporting project managers, tracking deliverables, and reporting
Other Skills	- Good knowledge of Technology usage - Well-acquainted with MS Office, PowerPoint and PM tools - Good verbal/ written communication - Skills to develop presentations on project status using project management software and maintain record for better project administration. - Well versed with organizing review meetings, taking minutes and maintain implementation status of matters arising of the meetings.
Outline of main duties / responsibilities	- Set up and maintain project files. - Keep record of payments and ensure that are timely made to the vendors as per milestone achieved. - Assist PMO Head in his day-to-day activities. - Assist in the organizing project and cluster meetings, ensure all logistic support, take minutes and ensure appropriate follow up action where requested. - Establish document control procedures and maintain project registers - Develop and update presentations on project status. - Collect data and forecasts - Assist with compilation of reports - Administer project implementation plan, watch missed delivery of milestones and update plans. - Assist in service and teams' performance Reviews - Coordinate with teams to ensure project timelines and deliverables are met. - Support risk assessment and change management activities. - Support system upgrades, digital banking initiatives, and process improvements.
Age	- For Permanent Induction Maximum upto 42 years on the closing date of advertisement - For Contractual Induction Maximum upto 57 years on the closing date of advertisement.

- Candidates who have applied earlier need not to apply again.
- Only shortlisted candidates will be contacted. Competitive salary packages will be offered to selected candidates.
- We are an equal opportunity employer.
- Interested candidates may send their CVs within 15 days of publication of this advertisement to careers@comsats.edu.pk, mentioning the position applied for in bold writing.