CAREER OPPORTUNITY

Our client, **Daanish University** is a new national institution. Its vision is to offer rigorous STEAM (Science, Technology, Engineering, Arts & Mathematics) education that will converge with civilizational values, to shape integrity-driven, resilient leaders for Pakistan and the world. Located in Islamabad, **Daanish University** plans to produce graduates with strong fundamentals; multidisciplinary ability, and ethical grounding — drawn from diverse socio-economic backgrounds in Pakistan.

The core values of **Daanish University** are Rigor at scale, Inclusivity, Merit, Integrity, and national Relevance with global engagement. These values will be built on the four strong, foundational pillars of Transdisciplinary Pedagogy, Inclusive, Collaboration & Societal Impact and a Culture of Inquiry & Reflection.

Daanish University is seeking highly capable individuals for the following roles:

Position	Eligibility Criteria
Finance & Administration Manager	**Age Limit:** 55 Years (Max.) **Qualification:** ● **Essential**: Bachelor's degree in Finance, Accounting, Economics, Business Administration, or a relevant discipline, or a full or part recognized professional accounting qualification such as CA, ACCA, CFA, or ICMA. ● **Preferred**: Master's degree in Finance, Accounting, Economics, Business Administration or relevant discipline or a full professional accounting qualification as above. Degree(s) must be from a HEC-recognized national or international university/institution. **Role Overview:** The Finance & Administration Manager will be responsible for University's financial, budgeting, procurement and administrative systems. **Experience:** ● Minimum 6 years' experience in Finance. ● Proficiency in accounting software (e.g., QuickBooks, Oracle, SAP, or similar ERP/accounting systems) and Microsoft Excel. ● Understanding of applicable Pakistani tax laws, procurement regulations, and audit requirements. ● Experience in Public sector or large development projects/Infrastructure and/or construction project finance or Donor-funded/government-financed projects or related projects is preferred ● Knowledge of PPRA rules, Government of Pakistan financial regulations, and audit procedures is highly preferred ● Experience in project costing, cash flow management, and contract finance ● High integrity, analytical thinking, and attention to detail
IT Systems Specialist	**Age Limit:** 55 Years (Max.) **Qualification:** ● **Essential**: Bachelor's degree in Computer Science, Information Technology, Software Engineering, or Computer Engineering, or relevant degree. ● **Preferred**: o Master's degree in IT, Computer Science, MIS, or Technology Management o Professional certifications such as CISCO, Microsoft, AWS, or related certifications will be an added advantage. Degree(s) must be from a HEC-recognized national or international university/institution. **Role Overview:** The IT Systems Specialist manages the university's IT infrastructure, networks and digital systems to support academic and administrative functions.

	Experience: ● Minimum 4 years of progressive IT Management experience. ● Experience with one or more of the following is preferred: Large-scale or university projects. ● ERP, PMIS, or other digital governance systems would be considered an advantage ● Experience in Public sector or donor-funded projects is preferred ● Knowledge of public-sector procurement, governance, or related practices would be an asset ● Experience in Strategic IT planning and digital transformation would be an asset ● Expertise in Project management and systems integration would be preferred ● Prior experience in Cybersecurity and risk management would be an asset
Procurement Specialist	**Age Limit:** 55 Years (Max.) **Qualification:** ● **Essential**: Bachelor's degree in Supply Chain Management, Business Administration, Finance, Engineering, Public Administration or a relevant field. ● **Preferred**: o Master's degree in Supply Chain Management, Business Administration, or a relevant field. o Certifications in public procurement (e.g., CIPS, PMP, PPRA training) will be an asset. Degree(s) must be from a HEC-recognized national or international university/institution. **Role Overview:** Establish and manage university's procurement function with transparent policies and compliance with regulations and best practices. **Experience:** ● Minimum 4 years of procurement experience. ● Experience with procurement under PPRA rules and/or public sector financial systems is preferred. ● Proficiency in procurement and ERP systems such as SAP, Oracle, or similar platforms. ● Excellent negotiation and contract management skills. ● High ethical standards, attention to detail, and a proactive approach to problem-solving.
Procurement Assistant	**Age Limit:** 55 Years (Max.) **Qualification:** ● **Essential**: Bachelor's degree in Supply Chain Management, Business Administration, Finance, Engineering, Public Administration or a relevant field. Degree(s) must be from a HEC-recognized national or international university/institution. **Role Overview:** Assist in procurement planning, preparation of bidding documents, tendering, bid evaluation, contract administration, and vendor management. Maintain procurement records and ensure compliance with PPRA Rules, procurement policies, and contractual requirements. Coordinate with end users for timely procurement of goods, works, and services. **Experience:** ● Minimum 2 years of procurement experience ● Basic knowledge of contract management ● Familiarity with PPRA Rules and public sector procurement procedures would be an asset ● Strong documentation, record-keeping, and filing skills ● Proficiency in MS Word and Excel ● High integrity, transparency, and attention to detail ● Ability to work under deadlines in a project environment

Finance Assistant	**Age Limit:** 55 Years (Max.) **Qualification:** ● **Essential**: Bachelor's degree in Finance, Accounting, Economics, Business Administration, or a relevant discipline, or full or part accounting qualification such as CA, ACCA, CFA, or ICMA. Degree(s) must be from a HEC-recognized national or international university/institution **Role Overview:** Assist in budgeting, financial planning, payment processing, preparation of financial statements, maintenance of accounting records, reconciliation of accounts, and financial reporting. Ensure compliance with applicable financial rules, audit requirements, and government financial procedures. **Experience:** ● Minimum 2 years of relevant finance/accounting experience ● Proficiency in accounting software (e.g., QuickBooks, Oracle, SAP, or similar ERP/accounting systems) and Microsoft Excel is preferred. ● Strong analytical and numerical skills ● High attention to detail and accuracy ● Integrity and commitment to transparency

For detailed job descriptions, please visit **www.careerpakistan.pk/dutjobs.pdf**

How to Apply:

Interested candidates may submit their Curriculum Vitae/Resume (Max 4 pages) + a one-page cover letter explaining how you embody Daanish University's founding pillars (Inclusion, Rigor, Strong Fundamentals, Agility) via email at careerpakistan.apply@gmail.com, not later than **23rd August 2026**.

Applications received after the due date will not be considered in any case. Only shortlisted candidates will be called for an interview; no TA/DA will be admissible. **Daanish University** is an equal-opportunity employer committed to diversity and inclusion.

CAREER PAKISTAN
Email and website:
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Career Pakistan