



GRAND ASIAN
UNIVERSITY, SIALKOT
A CHARTERED UNIVERSITY

CAREER OPPORTUNITY

DEPUTY DIRECTOR CAREER COUNSELING & PLACEMENT

Manage the end-to-end placement process, build corporate relationships and support students in career planning.

QUALIFICATION EDUCATION	▪ Master's Degree in Business Administration (MBA) Public Policy, Higher Education Leadership or a related technical field from a recognized university/ institute.
EXPERIENCE	▪ 3-5 years of experience in placement services, corporate relations, human resources, or career counseling in complex environments preferably within academic or corporate research institutions.
SKILLS	▪ Exceptional interpersonal, networking, and presentation skills to represent the institution effectively. Proficiency in MS Office Suite, databases, and online job platforms.
JOB RESPONSIBILITIES	▪ Create employer engagement & networking with Industry. Liaison & establish relationships with corporate representatives, HR managers, and industry leaders to obtain job leads. ▪ Organize recruitment drives, coordinate on-campus, off-campus, and virtual placement drives, campus interviews, and industrial visits. ▪ Update and maintain a database of partners to ensure effective communication regarding placement opportunities. ▪ Provide career support and guidance to students on industry expectations, application processes, and professional readiness for employment



Interested candidates must send their CV for the above-mentioned position latest by 25-Sep-2026 at hr@gaus.edu.pk or by courier by at:

Human Resources Department, Grand Asian University, Sialkot
7 KM Pasrur Road Sialkot – Ph.: 052-3310611-3



**GRAND ASIAN
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CAREER OPPORTUNITIES

Grand Asian University Sialkot invites applicants from highly accomplished professionals for the following positions

FACULTY POSITIONS

PROFESSOR **ASSOCIATE PROFESSOR** **ASSISTANT PROFESSOR**
LECTURER **LAB ENGINEER / LAB DEMONSTRATOR**

Mathematics

- Mathematics
- Computational Mathematics & Artificial Intelligence

Physics

- Physics

Chemistry

- Chemistry

Bioscience

- Forensic Sciences

Business Administration & Economics

- Marketing
- Business Analytics
- Aviation Management
- Islamic Banking & Finance

Islamic Studies

- Islamic Studies

Computer Science & Software Engineering

- Software Engineering
- Computer Science
- Artificial Intelligence
- Cyber Security
- Data Science

Allied Health Sciences

- Microbiology
- Biochemistry
- Biotechnology
- Medical Laboratory Technology
- Medical Imaging Technology
- Dental Technology
- Public Health
- Aesthetics & Skin Care Technology

Education

- Education

Psychology

- Clinical Psychology

Media & Mass Communication

- Media and Communication Studies
- Digital Media & Broadcast Journalism

International Relations & Politics

- International Relations

Civil Engineering

- Civil Engineering

Arts, Design & Architecture

- Fashion Design
- Interior Design
- Architecture Design

English

- English (Linguistics)

Electrical Engineering Technology

- Bio-Medical Engineering
- Computer Engineering
- Electrical Engineering Technology

Mechanical Engineering Technology

- Industrial Engineering
- Mechanical Engineering Technology

Food, Nutrition & Agricultural Sciences

- Food Science & Technology
- Food Safety & Quality Management
- Human Nutrition & Dietetics
- Environmental Sciences

Pharmacy

- Pharmaceutical Chemistry
- Pharmacology
- Pharmaceutics
- Pharmacognosy
- Pharmacy Practice

* Eligibility criteria according to HEC & concerned councils rules & regulations for above mention positions.

APPLICATION PROCEDURE:

The following documents need to be submitted by all the applicants through our official website.

1. Fill the application form available at our Job Portal on website www.gaus.edu.pk and upload all your documents in portal.
2. For submission of hard copies to HR Office GAUS, attach all your credentials and three passport size photographs along with the application in duplicate.
3. Short Resume/CV (personal details, educational background, work experience, publications) must also be submitted and attached with documents.
4. The application should reach the office on or before **25-09-2026**

GENERAL INFORMATION:

1. Incomplete or applications received after the due date shall not be considered.
2. Selection Board/Selection Committee will consider all applications received and when necessary, interview such candidates as it considers prima-facie most suitable for appointment. Selection Board's/Selection Committee's decision in this regard shall be final.
3. Only shortlisted candidates will be called for interview.
4. No TA/DA will be admissible.

Interested candidates must send their CVs for the above mentioned positions via email at hr@gaus.edu.pk by scanning a QR Code or by the courier at:

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CAREER OPPORTUNITY

DIRECTOR ADMISSIONS

EDUCATION	▪ Master's Degree in Marketing, Business Administration, Digital Marketing, Analytics or a related field from a recognized university/institute. A Doctorate in Education (Ed.D. or Ph.D.) or related discipline will be considered an asset.
EXPERIENCE	▪ Must have 5–6 years of progressive experience in admissions management, student recruitment, or enrollment services within a recognized educational institution. Proven track record of developing and implementing admissions strategies, managing application processes, and ensuring compliance with institutional policies and accreditation standards. Experience in leading admissions teams, evaluating student applications, and engaging with prospective students and families in a professional and supportive manner.
JOB RESPONSIBILITIES	▪ Develop and implement admissions strategies to achieve enrollment targets and align with the university's mission and vision. ▪ Oversee the entire admissions process, including application review, interviews, selection, and final enrollment decisions. ▪ Lead and supervise the admissions team, providing guidance, training, and performance management to ensure efficiency and professionalism. ▪ Establish and maintain strong relationships with prospective students, parents, schools, and other stakeholders to promote the institution. ▪ Ensure compliance with institutional policies, accreditation standards, and regulatory requirements in all admissions activities. ▪ Monitor and analyze enrollment trends, prepare reports, and present insights to senior management for strategic planning. ▪ Collaborate with academic departments to align admissions criteria with program requirements and institutional goals. ▪ Develop outreach initiatives such as open houses, information sessions, and recruitment campaigns to attract diverse student populations. ▪ Safeguard the university's reputation by ensuring transparent, fair, and ethical admissions practices. ▪ Identify opportunities for improvement in admissions processes, adopting best practices and innovative approaches to enhance student recruitment. ▪ Manage sensitive situations such as appeals, complaints, or special cases with professionalism and discretion. ▪ Represent the university at national and international education fairs, conferences, and networking events to strengthen visibility and recruitment efforts.



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CAREER OPPORTUNITY

ASSISTANT DIRECTOR HR

Assist in managing core human resource functions, including recruitment, employee onboarding, performance management, HR compliance, and record maintenance to support university staff and faculty.

QUALIFICATION EDUCATION	▪ Master's Degree or Bachelor's Degree (16 years of education) in Human Resource Management, Business Administration (MBA/BS HR), Public Administration, or a related field from a recognized university/institute.
EXPERIENCE	▪ 2–4 years of relevant experience in HR operations, talent acquisition, employee relations, or HR administration, preferably within higher education or corporate organizations.
SKILLS	▪ Strong organizational, communication, and interpersonal skills. Proficiency in MS Office Suite (especially Excel and Word), HRIS software, and job portals, with a solid understanding of labor laws and HR best practices.
JOB RESPONSIBILITIES	▪ Assist in drafting job descriptions, posting openings, screening resumes, coordinating interviews, and facilitating the onboarding and orientation process for new faculty and staff. ▪ Maintain up-to-date employee records, personnel files, and leave records; assist with attendance tracking and monthly payroll preparation. ▪ Serve as a point of contact for employee inquiries regarding university policies, benefits, and workplace matters; assist in organizing staff development programs. ▪ Support the annual performance appraisal process, assist in enforcing university HR policies, and ensure compliance with institutional regulations.



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CAREER OPPORTUNITY

DEPUTY DIRECTOR STUDENT AFFAIRS

Oversee student life, manage student organizations and societies, organize university events, and foster an inclusive, engaging campus environment that supports student growth and well-being.

QUALIFICATION EDUCATION	▪ Master's Degree in Business Administration (MBA), Public Policy, Higher Education Leadership, Educational Administration, or a related field from a recognized university/institute.
EXPERIENCE	▪ 3–5 years of experience in student affairs, student council management, event organization, or youth leadership and development, preferably within higher education institutions.
SKILLS	▪ Exceptional interpersonal, leadership, conflict resolution, and communication skills to engage effectively with students and faculty. Proficiency in event management, budget oversight, MS Office Suite, and student management systems.
JOB RESPONSIBILITIES	▪ Oversee student societies, clubs, and student council activities; mentor student leaders and guide them in planning co-curricular and extra-curricular initiatives. ▪ Organize major campus events, cultural festivals, orientation programs, sports galas, and seminars to enhance the overall campus experience. ▪ Act as a key liaison for student grievances, disciplinary matters, and general counseling; foster a safe, inclusive, and supportive campus environment.



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