



# DOW UNIVERSITY OF HEALTH SCIENCES

## Director, Human Resources

### Dow University of Health Sciences is seeking to hire a Director of Human Resources

The applicant must possess a minimum Bachelor's degree in the relevant field from an international or HEC recognized institution, with a minimum of 15 years' relevant work experience in a reputable company, 5 years of which should be at the senior management level. Previous HR work experience in an academic environment will be preferred. The applicant must be an experienced and seasoned professional well able to align the University's HR Strategy and Objectives to its Business Strategy and Core Values. The candidate should have thorough knowledge of HR functions, including experience in formulating Policies & Procedures, HR Workforce Planning and Budgeting, Recruitment & Selection, Compensation and Benefits Management, and Performance Management while also possessing a working knowledge of labor laws.

The candidate should possess excellent organizational, leadership and communication skills, combined with a service-oriented attitude.

**Age :** Not less than 35 years up to **60** years of age.

**Appointment Type:** BPS 20 or Contract, as per the discretion of the Selection Board.

Application should be sent along with two photographs, one set of relevant documents in a sealed envelope, with **three** referees with name and contact information, and curriculum vitae.

Application form must also be fully filled (along with all other qualification details) online at [http:// www.duhs.edu.pk](http://www.duhs.edu.pk).

Please mail copy of application form and any additional documents, addressed to : **The Registrar, Dow University of Health Sciences, Baba-e-Urdu Road. Karachi, Pakistan**

Last Date for submission of job application is **Jan. 8th 2019** and the application should be sent through courier on the postal address as mentioned above. Incomplete application will be rejected. Applicants in Government Service should apply through proper channel