

## **Job Advertisement: Registrar, Treasurer and Controller of Examination (Fixed-Term Positions)**

**Federal Urdu University of Arts, Science & Technology (FUUAST)** invites applications for the following key positions for a renewable terms of three years (as per FUUAST Ordinance CXIX 2002).

1. **Registrar**
2. **Treasurer**
3. **Controller of Examination**

**Location:** Islamabad/Karachi

**Salary:** Negotiable

**Age Limit:** Up to 62 years

Candidates who applied under the 2019 advertisement must reapply.

**Terms and Conditions:** Detailed terms and conditions are available on our website. Visit [www.fuuast.edu.pk/jobs24](http://www.fuuast.edu.pk/jobs24) for further information.

**Application Deadline:** **Oct. 22, 2024**

Join us at FUUAST and contribute to excellence in higher education!

### **Job Description for Registrar, Treasurer and Controller of Examination at FUUAST**

#### **1. Registrar**

##### **Job Summary:**

The Registrar is responsible for the smooth and efficient management of academic and student-related services, including admissions, records management, scheduling, and policy enforcement. The role requires ensuring compliance with institutional policies and maintaining the integrity of the academic processes.

##### **Key Responsibilities:**

- Oversee the admission process, student records, academic calendars, and course registrations.
- Develop and maintain policies related to academic administration, including admissions, examinations, and graduations.
- Ensure compliance with university regulations and accreditation standards.
- Serve as a key liaison between academic departments and administrative offices.
- Manage student grievances and academic appeals, ensuring timely resolution.
- Coordinate university-wide events such as convocation, student orientation, and award ceremonies.
- Ensure the integrity, confidentiality, and security of academic records and related data.

##### **Qualifications and Skills:**

- Minimum 2<sup>nd</sup> Class Master's Degree, Preferably 1<sup>st</sup> Class with at least 17 years or above post graduate level teaching experience OR At least 17 years or above administration experience in Grade 17 and above or equivalent experience in a Government, Semi Government, reputed organization, institution and university.
  - Master's degree in Education Administration, Public Administration, or a related field.
  - Minimum of 10 years of experience in an administrative or academic role.
  - Strong organizational, communication, and leadership skills.
  - Familiarity with academic policies, regulations, and student services.
  - Proficiency in academic management systems and database management.
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## **2. Treasurer**

### **Job Summary:**

The Treasurer will be responsible for the overall financial management of the university, ensuring transparency, efficiency, and compliance with applicable financial regulations. The role demands strategic oversight of budgets, financial planning, audits, and reporting to ensure the financial health of FUUAST.

### **Key Responsibilities:**

- Oversee the preparation of annual budgets and financial reports.
- Manage university funds, including investments, endowments, and expenditure control.
- Ensure timely auditing and financial compliance in accordance with national and institutional policies.
- Monitor and report financial risks and ensure risk mitigation strategies are in place.
- Develop financial policies and procedures to maintain proper control over university resources.
- Coordinate with academic and administrative departments to provide financial planning and guidance.
- Serve as the point of contact for external financial audits and inspections.

### **Qualifications and Skills:**

- CA/ICMA/MBA/M.Com at least 2<sup>nd</sup> Class, Preferably 1<sup>st</sup> Class with 17 Years relevant experience in a Government, Semi Government, reputed organization, institution and University in Grade 17 or above OR equivalent relevant experience.
- Experience of Maintenance of Account Finance, Preparation of Annual Budget and responsibility for all financial affairs of the university. Computer Literacy is an additional qualification.
- At least 10 years of experience in a senior financial role, preferably in an academic institution.

- Strong knowledge of financial regulations, accounting standards, and auditing procedures.
  - Excellent analytical and communication skills.
  - Proficiency in financial management software.
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### **3. Controller of Examinations**

#### **Job Summary:**

The Controller of Examinations will oversee the administration and integrity of all examination processes at FUUAST, ensuring that exams are conducted fairly, efficiently, and in accordance with the university's policies. The role involves managing the preparation, scheduling, and reporting of examinations across all campuses.

#### **Key Responsibilities:**

- Oversee the preparation, scheduling, and execution of all university examinations.
- Ensure the secure handling of examination materials, including question papers and answer sheets.
- Coordinate with academic departments to establish examination timetables and assessment criteria.
- Ensure that results are compiled, processed, and communicated to students and relevant departments in a timely manner.
- Manage the grading process, ensuring transparency and fairness.
- Address and resolve student complaints or disputes regarding examination results.
- Develop and implement examination policies and procedures in compliance with institutional and national standards.

#### **Qualifications and Skills:**

- Minimum 2<sup>nd</sup> Class Master's Degree, Preferably 1<sup>st</sup> Class with at least 17 years experience in Grade 17 and above in reputed Higher Education Institution/ Board or relevant experience, Acquaintance with Examination matters, rules and regulations of examination is mandatory.
  - At least 10 years of experience in examination management, preferably in an academic institution.
  - Strong attention to detail and ability to manage multiple tasks under pressure.
  - Excellent communication, organizational, and leadership skills.
  - Proficiency in examination software and management systems.
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