

CHINA STUDY CELL, UNIVERSITY OF PESHAWAR, PAKISTAN.

SITUATIONS VACANT

S#	Position	No of Posts	Education/ Qualification
01	Research Associate/ Lecturer	02	<ul style="list-style-type: none">• Master's Degree (Foreign) or MPhil/MS (Pakistan) or equivalent degree (18 years of education) in Social Sciences, management sciences, or relevant field from a recognized University.• Should be Computer Literate.• Preference will be given to candidates with experience in a reputable organization.• Minimum two research publications in HEC-recognized journals.• Experience in writing research papers, reports, news briefs, etc.• Minimum 2 years' experience as Assistant Editor/Sub-Editor in a reputed HEC recognized research journal.• Provided further that the candidate holding higher degrees, i.e. Ph.D. with only one 3rd division in the entire academic career shall also be eligible.• Provided further that the benefit of higher degrees, i.e., Ph.D., shall not be allowed to the candidates who are eligible on the basis of higher qualifications.
02	Accountant	01	<ul style="list-style-type: none">• Bachelor's degree (16 years of education) in Accounting Commerce, Business Administration, Finance or a relevant field from an recognized University• Computer Literate• Preference will be given to the candidate having experience of working in a reputable organization.• Proficiency in accounting software• Strong understanding of ethical accounting practices.• Exceptional attention to detail and accuracy in financial reporting.• Experience in financial reporting, budgeting, and reconciliation.
03	Office Assistant	01	<ul style="list-style-type: none">• Bachelor's or Master's degree (16 years of education) from an HEC-recognized University.• Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).• Preference will be given to the candidate having experience of working in a reputable organization.• Having experience in administrative tasks, including maintaining records and documentation of activities, events, etc.• Must know official website management and maintain its routine updates and functionality.• Must know managing the HEC-recognized research journal.• Must be able to run OJS and Integrate OJS with other tools like CrossRef for DOI generation• Experience in Organizing and coordinating online and offline events, including webinars, seminars, and conferences.• Must be able to Provide general IT support for office operations, ensuring smooth functioning of hardware, software, and network systems.

			•
04	Chinese Language Teacher	01	<ul style="list-style-type: none"> • Bachelor's degree (16 years) or Master's degree from a HEC-recognized University. • Minimum HSK Level 3 • Experience in Chinese Language Teaching in reputable Organizations. • Experience with teaching tools, technology, and multimedia resources to enhance learning. • Passion for teaching and promoting Chinese language and culture. • Willingness to organize and participate in extracurricular cultural activities or language immersion programs.

INSTRUCTIONS

- 1) Application duly complete in all respects, must reach to the China Study Center, University of Peshawar within **Fifteen (15) days** of publication of this advertisement.
- 2) All applications must reach the China Study Center, University of Peshawar, to the office of the Director, China Study Center, University of Peshawar before the closing date.
- 3) Please write the Post name on the top corner of the envelope.
- 4) A separate application form and fee will be required for each position.
- 5) The candidate having foreign Education must provide an Equivalence Certificate from HEC.
- 6) Deposit a non-refundable fee of Rs. 500/- in favor of Coordinator China Study Centre, University of Peshawar to Account title **UOP Coordinator China Study Centre, A/C 0250145900226168** Bank Name: **Faysal Bank Limited**, Branch: **University Campus Peshawar**, Branch Code: **3465**.
- 7) Please attach the Application form (available on cscp.edu.pk/downloads), CV, attested copies of CNIC, Domicile, 02 Latest passport-size photographs, all academic, experience certificates, and supporting documents.
- 8) Incomplete or late received applications will not be entertained.
- 9) Only shortlisted candidates will be called for a Test/interview.
- 10) Applicants must present original documents at the time of the interview.
- 11) The Competent Authority reserves the right to cancel, increase, or decrease the number of posts at any level according to the requirements.
- 12) All qualified males/females are encouraged to apply for the vacancies.
- 13) The date and Place of the test/interview will be communicated after shortlisting.
- 14) No TA/DA will be admissible.

Address: China Study Center, University of Peshawar
3rd Floor, Academic Block-II, University of Peshawar
Phone: 091-5852247 Email: csc@cscp.edu.pk