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University of Management and Technology | UMT Jobs | Staff Required | Lahore Jobs

Description

The University of Management and Technology (UMT) invites applications from Pakistani Nationals for the following positions.

Vacant Positions

General Manager Communication and Media
Chief Library Officer
Medical Service Unit Head
Hostel Warden
Head UMT Press
Financial Analyst
Brand Manager
Business Development Manager
Manager Talent Acquisition
Lead Function Consultant Dynamix AX
Assistant Registrar
Senior Software Engineer
Sr. Manager Research Support
Sr. Graphic Designer

Hiring organization

University of Management and Technology (UMT)

Employment Type

Full-time

Industry

Education / Teaching

Job Location

UMT, 54000, Lahore, Punjab, Pakistan

Date posted

October 6, 2021

Valid through

22.10.2021

[Shalamar Hospital Lahore Jobs](#)

[Tariq Glass Industries Limited Jobs](#)

Qualifications

The aforesaid Job announcement is published in **Jang Newspaper**. Last date to submit the applications is **October 20, 2021**. For more details about the vacancies, Please see below Job Advertisement for job descriptions, job requirements (e.g. experience, qualification, and age limit), and other perks and privileges' offered by the department.

[Indus Home Limited Jobs 2021](#)

[Naya Tel Sialkot Jobs](#)

Contacts



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STAFF REQUIRED

The University of Management and Technology (UMT), Lahore, is one of the most prestigious higher education institutions of the country by virtue of its accreditations and accomplishments. UMT offers 150+ undergraduate, graduate and doctoral programs. It consists of 16 schools, 3 institutes, 40 academic departments, 14 centers, 1 sub-campus in Sialkot, 25,000+ active participants and 800+ faculty members inclusive of 250+ PhD faculty.

UMT (Lahore Campus) invites applications from highly qualified, competent and experienced professionals with outstanding communication skills and commitment for the dissemination of knowledge and experience. Send in your applications if you are looking for a promising career in a competitive environment.

Sr. No	Name of Position	Minimum Relevant Experience	Brief Job Description
1	General Manager – Communication and Media	12 – 15 years	<ul style="list-style-type: none"> To be responsible for developing and overseeing marketing and digital strategies to promote company's vision using all media channels. To monitor market trends, research consumer markets and competitors' activities. To develop content and directs creative execution to provide a consistent, targeted, and impactful message. To collaborate with media on various levels and initiate ideas to preserve and promote UMT's objectives. To manage the internal/external public relations of UMT. Writes and delivers press releases and handles all communication sent to the public.
2	Chief Library Officer	10 years	<ul style="list-style-type: none"> To manage library and its various sections to promote library facilities amongst the participants, faculty members and staff to ensure optimal utilization of the library materials.
3	Medical Service Unit Head	MBBS or FCPS/ 10 Years	<ul style="list-style-type: none"> To oversee the operations of medical unit. To be responsible to investigate, diagnose and treat the health conditions of UMT employees/students.
4	Hostel Warden	7 – 10 years	<ul style="list-style-type: none"> To frame policies on the running of the hostels and other facilities within the hostel. To ensure Health and Safety Policy is complied with at all times. Must have experience in Hospitality.
5	Head UMT Press	7 years	<ul style="list-style-type: none"> To form and implement strategies, to print and market book and display schemes.
6	Financial Analyst	7 years	<ul style="list-style-type: none"> To control and report budget numbers. To prepare the budget analysis and business feasibilities.
7	Brand Manager	7 years	<ul style="list-style-type: none"> To be responsible, to uncover consumer insights, deliver innovative marketing campaigns and maintain a consistent brand image across all mediums, both internally and externally.
8	Business Development Manager	7 years	<ul style="list-style-type: none"> To plan, implement and maintain various UMT development projects.
9	Manager Talent Acquisition	7 years	<ul style="list-style-type: none"> To update current and design new recruiting procedures. To be responsible for devising the approach for attracting and managing candidates to ensure positive and long lasting relationships are developed with HR professionals and leaders.
10	Lead Function Consultant Dynamix AX	5 years	<ul style="list-style-type: none"> To manage and Lead ERP AX Functional and Technical side.
11	Assistant Registrar	5 years	<ul style="list-style-type: none"> To provide support for all duties and responsibilities related to the Registrar's Office and serve as the main contact for the UMT students.
12	Senior Software Engineer	5 years	<ul style="list-style-type: none"> Apply the principles of engineering to software development. Analyze and modify existing software as well as designing, constructing and testing end-user applications that meet user needs.
13	Sr. Manager Research Support	10 Years	<ul style="list-style-type: none"> To be responsible to provide comprehensive support to members of UMT research community engaged in the preparation and submission of research proposal. Journal Publishing and Management. Research Trainings. Research Support (Formatting, Referencing, Language Editing, Indexing). Checking of Research Plagiarism.
14	Sr. Graphic Designer	5 years	<ul style="list-style-type: none"> To be responsible for conceptualization and implementation of design of solutions that meet marketing strategies from concept to completion.

Qualification:

Minimum 16 years of qualification is required.

Selection Process

UMT is an equal opportunity employer. Females and minorities are encouraged to apply. Interested candidates shall apply by sending CVs (Microsoft Word or PDF format) to recruitment@umt.edu.pk. Also mention the position title in the subject line.



Estd. 1990

University of Management and Technology

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