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Deputy Director Admin & Support (A&A Campus Kamra)

**Position:****Deputy Director Admin & Support**

A&A Campus Kamra

**Qualification & Experience:**

- MBA / MSc or equivalent with prior managerial level experience of **at least 10 years'** with in relevant field preferably in HEIs.
- Preference will be given to professionals with technical knowledge.

**Job Responsibilities & Skills:**

1. Manage administrative tasks at the campus.
2. Effectively oversee and lead the administrative workforce of the A&S department.
3. Supervise the management of mechanical transport.
4. Handle procurement and related tasks.
5. Coordinate planning and development activities.
6. Provide overall management and supervision of the Hostels.
7. Ensure campus security and advise security measures upon new development.
8. Ensure the proper maintenance of machines.
9. Promote energy conservation and implement effective energy management strategies.

**Remuneration**

Air University offers competitive salary package. Other benefits include membership of contributory provident fund scheme, medical insurance and pension insurance scheme.

The Terminal degree must be attested from HEC  
Only shortlisted candidates will be called for interview.

This position is Kamra based only

<b>Required Qualification</b>	MBA / MSc or equivalent
<b>Posted On</b>	11-Oct-2023
<b>Last Date</b>	24-Oct-2023
<b>Required Experience</b>	10 Years
<b>Required Skills</b>	Candidate must have related skills.

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