

# INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD

(Human Resource Department)

## POSITION VACANT

Applications are invited from qualified persons for the following non-academic positions purely on **CONTRACT**

**BASIS:**

| <b>DIRECTOR (BPS-20 OR EQUIVALENT), INFORMATION TECHNOLOGY (MALE)</b>  |
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| <b>Required Qualification and Experience</b>   |
| <p>➤ Ph.D. in Computer Sciences/Software Engineering/MBA ITM, from HEC recognized University and having at least 12 years' experience in BPS-17 and above, of controlling/managing of large IT based organization as Head.</p> <p style="text-align: center;"><b>OR</b></p> <p>➤ MS/M.Phil. (Computer Science/Software Engineering/ITM) degree with at least 3.0/4.0 CGPA or equivalent from HEC recognized University having at least 15 years' experience in BPS-17 and above of controlling of large IT based organization at managerial level.</p> <p style="text-align: center;"><b>OR</b></p> <p>➤ Master's degree in (Computer Science/Software Engineering/ITM) with at least 3.0/4.0 CGPA or equivalent form HEC recognized University having at least 17 years' experience in BPS-17 and above, of controlling of large IT based organization at managerial level.</p>   |
| <b>TORs</b>  |
| <p>✓ Experience is desirable in Databases/ERP solutions/E-system development and management, Networking/hardware operations etc.</p> <p>✓ Overseeing all technology operations and evaluating them according to established goals.</p> <p>✓ Devising and establishing IT policies and systems to support the implementation of strategies set by upper management.</p> <p>✓ Develop strategy as it relates to the organization's IT infrastructure (computer and information systems, security, communication systems).</p> <p>✓ Develop requirements, outlines, budgets, and schedules for information technology projects.</p> <p>✓ Manage multiple vendors, consultants, programmers, and developers.</p> <p>✓ Create project documentation.</p> <p>✓ Provide direction, guidance, and training to IT staff.</p> <p>✓ Develop security standards, procedures, and guidelines for company platforms; assist with upgrading security protocols, as needed.</p> <p>✓ Assess new opportunities.</p> |

| <b>PROJECT COORDINATOR (BPS-19 OR EQUIVALENT), CIVIL (MALE)</b><br><i>SALARY WILL BE NEGOTIABLE ON THE BASIS OF QUALIFICATION AND EXPERIENCE</i>   |
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| <b>Required Qualification and Experience</b>   |
| <p>➤ MSc (Civil Engineering) from HEC recognized University with 10 years experience in handling large building construction projects, well conversant with standard bidding documents, standard formats and forms of PEC and planning commission procedures relating to PSDP projects, PEPPRA rules and work rules. Must have demonstrated experience of handling at-least 01 building construction project in public sector organization from start till completion.</p> <p style="text-align: center;"><b>OR</b></p> <p>➤ BSc (Civil Engineering) from HEC recognized University with 12 years experience in handling large building construction projects, well conversant with standard bidding documents, standard formats and forms of PEC and planning commission procedures relating to PSDP projects, PEPPRA rules and work rules. Must have demonstrated experience of handling at-least 01 building construction project in public sector organization from start till completion.</p> |

## **GENERAL INSTRUCTIONS**

- 1) IIU reserves the right to shortlist the candidates, increase or decrease number of posts and to reject any/all applications, advertisement or post(s) without assigning any reason.
- 2) Interested candidates can apply **ONLINE** through online job portal i.e **hrm.iiu.edu.pk**. Applicants are required to deposit the Job Processing Fee Challan (**Rs. 2,000/-**), which will be auto generated on specified HBL challan form after completion of online application form. **No hardcopy of online application/testimonial/challan receipt is required to be forwarded to IIUI. It should be preserved in safe custody by the applicant and has to be presented at time of Test/Interview.**
- 3) The eligible candidates may be required to undergo short-listing process before Test/Interview.
- 4) Candidates already working in government sector are required to obtain NOC from their parent organization before Test/Interview.
- 5) Applicants lacking prescribed criteria and required qualification on closing date will not be entertained (required terminal degree must be completed on closing date). Foreign degree holders shall be required to submit equivalence of the degree from HEC.
- 6) **ONLINE** applications through **hrm.iiu.edu.pk** must be submitted within 15 days of publication of advertisement. For further information, please contact: 051-9019219 & 051-9019793 or visit our website [www.iiu.edu.pk](http://www.iiu.edu.pk)
- 7) No TA/DA is admissible for Test/Interview.

**Note:** Errors and Omissions excepted.

**(IMRAN YOUSAF)**  
**ADDITIONAL DIRECTOR (HR)**