

INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD
HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT (SECTION-V)
EXPRESSION OF INTEREST

Applications are invited from IIUI Academic/Non-academic employees and IIUI students (perusing MS/PhD degree) for the following Non-academic positions in IIUI Hostels on contract basis:

POSITION	FRINGE BENEFITS	REQUIREMENTS	GENDER	TORs AND JOB DESCRIPTIONS
Deputy Provost	<ul style="list-style-type: none"> Deputy Provost allowance as admissible under the rules Accommodation Mess facility 	Regular IIUI faculty member (<i>Assistant Professors and Lecturers only</i>)	Male: 02	<ul style="list-style-type: none"> ➤ To determine the priorities of allotment of hostels seats and to devise the mechanism/strategies to run the matters of hostel management. ➤ Dealing with various matters of the provost office and hostel administration staff like salary, overtime, PERs/ACRs, leaves etc. ➤ Guidance and advice by hostel advisory committee. ➤ Overall management of hostels and to ensure the quality of mess. ➤ Deputy Provost shall report to the provost and assist the provost in day to day operations of the hostels. ➤ Any other duty assigned by the provost related to hostel management.
Resident House Tutor	<ul style="list-style-type: none"> Lump-Sum monthly remuneration of Rs. 10,000/- Accommodation Mess facility 	Regular IIUI employees (<i>BPS-16 and 17 only</i>)	Male	<ul style="list-style-type: none"> ➤ He shall report to the Deputy Provost to support day to day operations related to hostels and ensure observance of rules/policies of the hostels. ➤ To assist Provost and Deputy Provost in matters relating to allotment of hostels seats, other hostel management issues, dealing with various matters of the boarders with the hostels administration and to ensure the quality of mess.
Assistant Resident House Tutor	<ul style="list-style-type: none"> Lump-Sum monthly remuneration of Rs. 10,000/- Accommodation Mess facility 	IIUI students (<i>pursuing MS/PhD degree</i>)	Male and Female	<ul style="list-style-type: none"> ➤ He shall report to the Deputy Provost to support day to day operations related to hostels and ensure observance of rules/policies of the hostels. ➤ To assist Provost and Deputy Provost in matters relating to allotment of hostels seats, other hostel management issues, dealing with various matters of the boarders with the hostels administration and to ensure the quality of mess.

GENERAL INSTRUCTIONS				
<p>i. IIUI reserves the right to increase/decrease the number of positions, shortlist the candidates and to reject any/all applications/advertisement or post(s) without assigning any reason.</p> <p>ii. Interested candidates may forward an application through Departmental Heads/Chairpersons and Dean concerned to the Additional Director (HRM) latest by (Wednesday) April 30, 2025.</p> <p>iii. Any incomplete application (incomplete documents) will not be considered.</p> <p>iv. Any misinformation provided by the candidate would render him/her ineligible for the induction.</p> <p>v. For further information, please contact the Provost concerned.</p> <p>vi. Errors and omissions excepted.</p> <p style="text-align: center;">-SD- DR. IMRAN YOUSAF ADDITIONAL DIRECTOR (HRM) 051-9019219 & 051-9019793</p>				