

Vacancy Positions

Applications are invited for the following vacant positions to be filled on Contract basis.

**1. Vice-President (Higher Studies & Research):**

**A: The Candidate**

- (i) Candidate for the post of Vice President (Higher Studies & Research) should be a full Professor preferably holding the position for atleast five years.
- (ii) Candidate should be preferably between the age group of 45 – 58 years at the time of last date of application.

**B: Qualification**

Ph.D. in Islamic Sciences/Social Sciences/Natural Sciences from HEC recognized University/ Institution.

**C: Experience for appointment**

(i) Must have **15 years** teaching/ research experience and research coordination in HEC recognized University/Post-graduate Institution, **or** professional experience in the relevant field in a National/ International Organization of which five years experience must be dedicated to coordination, supervision and managing of research in a University system at Post Graduate and Graduate levels.

**D: Publications**

- ❖ Priority will be given to the candidate who has 15 research publications (with at least 05 publications in last 05 years) in HEC recognized journals.

i. Preference shall be given to the candidate having excellent skills in English Language and Arabic Language.

ii. Candidate should demonstrate proven track record of managing, coordinating and supervising research at Post Graduate and Graduate Levels in a University System.

**2. Vice-President (Administration, Finance & Planning):**

**A: The Candidate**

- (i) Candidate for the post of Vice President (Administration, Finance & Planning) should be a full Professor preferably holding the position atleast in the last five years.
- (ii) Candidate should be preferably between the age group of 45 – 58 years at the time of last date of application.

**B: Qualification**

Ph.D. preferably in the field of Management Sciences/Computer Sciences/Finance from HEC recognized University/ Institution.



### C: Experience for appointment

(i) Candidate must have **15 years** teaching/ research experience and managerial coordination in HEC recognized University/Post-graduate Institution of which five years experience must be in the field of Management, Finance and Planning in a University, National/ International Organization of repute.

### D: Publications

- ❖ Priority will be given to the candidate who has **15 research publications** (with at least 05 publications in last 05 years) in HEC recognized journals.

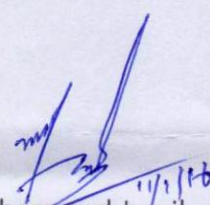
i. Preference shall be given to the candidate having excellent skills in English Language and working knowledge of Arabic Language.

ii. Candidate should demonstrate proven track record of managing, coordinating, controlling, supervising and leading the financial, human resources and planning teams in a University System.

### Notes:

1. The University reserves the right to shortlist the candidates and to reject any/all applications without assigning any reason.
2. Only Short-listed candidates shall be invited for interview.
3. CV along-with attested photocopies of degrees/diplomas/certificates/testimonials, domicile, CNIC and experience certificates etc. must be attached.
4. Candidates already working in Government, Semi-Government and Autonomous Organizations in Pakistan should apply through proper channel.
5. Applications (with all requirements) must reach on or before January 18, 2016 (by 3:00 pm) in HR-V Section, Admin Block, International Islamic University, H-10 Campus, Islamabad.
6. Incomplete applications, and the applications received late will not be entertained.
7. Applicants lacking prescribed criteria on closing date will not be entertained.
8. Foreign degree holders shall be required to submit equivalence of the degree from HEC, Islamabad.

For further information, please contact: 051-9258063 & 051-9019290

  
Muhammad Jamil  
Additional Director (HR-V)