



International Islamic University Islamabad

POSITIONS VACANT

Applications are invited from qualified persons for the following Academic & Non-Academic positions on Regular/Contract basis:-

S.#	Name of Post	Gender	Appointment Type	No. of Post(s)
1.	Professor (Management Sciences) BPS-21/TTS	Male	Regular	02
2.	Associate Professor (Management Sciences) BPS-20/TTS	Male/ Female	Regular	02
3.	Director (Quality Enhancement Cell) BPS-20	Male	Contract	01
4.	Resident Medical Officer Night Shift BPS-17	Female	Regular	01

Note:

- IIU reserves the right to shortlist the candidates and to reject any/all applications, advertisement or post(s) without assigning any reason.
- For details about qualifications, experience & applying procedure, please visit our website www.iiu.edu.pk
- Last date for receipt of applications is **Thursday, December 20, 2018** in HR-V Section, International Islamic University, Admin Block, New Campus, Sector H-10, Islamabad.

PID(I)2488/18

(IMRAN YOUSAF)

DEPUTY DIRECTOR (HR)

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"DONATE FOR DIAMER-BHASHA AND MOHMAND DAMS"

Eligibility Criteria for Academic and Non academic Positions

ACADEMIC POSITIONS

PROFESSOR (MANAGEMENT SCIENCES) BPS-21/TTS

Qualification

Ph.D. in the relevant field from HEC recognized University/ Institution.

Experience for appointment on BPS

(i) Must have 15 years teaching/ research experience in HEC recognized University/Post-graduate Institution, or professional experience in the relevant field in a National/ International Organization. **OR**

(ii) 10-year post-PhD teaching/research experience in a recognized University/ Post-graduate Institution, or Professional experience in the relevant field in a National/International Organization.

Experience for appointment on TTS

(i) 11-year post-Ph.D experience **OR**

(ii) 7-year post-Ph.D plus 12-year pre-Ph.D experience in a recognized university/post graduate institution or Professional experience in the relevant field in a National/International organization.

Publications

- ✓ For BPS: Must have 15 research publications (with at least 05 publications in last 05 years) in HEC recognized journals.
- ✓ For TTS: Must have 15 research publications (with at least 5 publications in the past 5 years) in internationally abstracted journals recognized for the purpose of TTS appointments by HEC.

ASSOCIATE PROFESSOR (MANAGEMENT SCIENCES) BPS-20/TTS

Qualification

Ph.D. in the relevant field from HEC recognized University/ Institution.

Experience for Appointment on BPS

(a) Must have 10 years teaching/ research experience in HEC recognized University/Post-graduate Institution, or professional experience in the relevant field in a National/ International Organization. **OR**

(b) 05-year post-PhD teaching/research experience in a recognized University/ Post-graduate Institution, or professional experience in the relevant field in a National/International Organization.

Experience for appointment on TTS

(i) 6-year post-Ph.D experience **OR**

(ii) 4-year post-Ph.D plus 6-year pre-Ph.D experience in a recognized university/post-graduate institution **OR** professional experience in the relevant field in a national/international organization.

Publications

- ❖ For BPS: Must have 10 research publications (with at least 04 publications in last 05-year) in HEC recognized journals.
- ❖ For TTS: Must have 10 research publications (with at least 4 publications in past 5-year) in internationally abstracted journals recognized for TTS appointments by HEC.

NON ACADEMIC POSITIONS

DIRECTOR (QUALITY ENHANCEMENT CELL) BPS-20

Qualification & Experience

PhD/ Masters Degree from a recognized university/ institute of higher education. The candidate must have a clear vision and depth of knowledge in the field of quality assurance and higher education.

The candidate must have minimum 15 years relevant administrative / teaching experience in the field of quality assurance in a higher education of repute.

Strong interpersonal, communication skills and strong analytical along with writing skills are prerequisite for this vacancy.

Preference will be given to PhD degree holders having maximum experience in Quality Assurance and Quality Management areas.

TORs for Director QEC

- I. Directorate of QEC will be responsible for promoting public confidence that the quality and standards for the award of degrees, management and overall quality of knowledge being impacted by the institutions are enhanced and safeguarded.
- II. Director QEC will be responsible for the review of quality standards by auditing academic standards and the quality of teaching, learning and management in each subject area.
- III. He will be responsible for the review of academic affiliations with other institutions in terms of effective management of standards and quality of programs.
- IV. He will be responsible for defining clear and explicit standards as points of reference to the reviews to be carried out. He should also help the employees to know as to what they could expect from the candidates.
- V. He will be responsible to develop qualifications framework by setting out the attributes and abilities that can be expected from the holder of a qualification, i.e. Bachelors, Bachelor with Honors, Master, M.Phil, PhD

- VI. He will be responsible to develop program specifications. These are standard set of information clarifying what knowledge, understanding, skills and other attributes a student will have developed on successfully completing a specific programme.
- VII. He will be responsible to develop quality assurance processes and methods of evaluation to affirm that the quality of provision and the standard of awards are being maintained and to foster curriculum, subject and staff development, together with research and other scholarly activities.
- VIII. He will be responsible to ensure that the university's quality assurance procedures are designed to fit in with the arrangements in place nationally for maintaining and improving the quality of Higher Education.
- IX. Director QEC's staff will get the capacity building training from HEC on the subject of quality in higher learning and will be responsible to implement and disseminate that acquired knowledge into learning environment of the institution.

RESIDENT MEDICAL OFFICER BPS-17 FOR EVENING/NIGHT SHIFT

Qualification & Experience

Postgraduate diploma/degree from HEC recognized University. Must have computer proficiency.

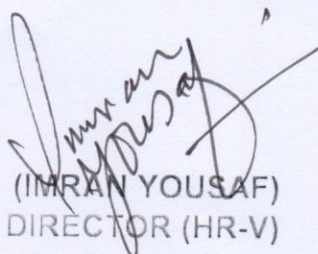
OR

MBBS or equivalent degree from HEC recognized University & recognized by PMDC with one year relevant experience. Must have computer proficiency.

GENERAL INSTRUCTIONS

1	The University reserves the right to shortlist the candidate(s) and to reject any/all applications and cancel any advertised post(s) without assigning any reason.
2	For all positions of Professor and Associate Professor TWO sets of applications/dossiers on prescribed Academic Application Form (available at www.iiu.edu.pk) duly bind along-with all required documents, and a Softcopy of Dossier in PDF format (in a form of CD) are required. For the Non-academic positions Non-Academic application form along with all required documents is required. Note: The eligible candidates may be required to undergo short-listing process before interview by the Selection Board.

3	Attested photocopies of Degrees/Diplomas/Certificates/Testimonials, CNIC, and Experience Certificates etc. must be attached.
4	Application duly completed in all respects are required to be submitted on or before the closing date along-with crossed Postal Order/Pay Order/Bank Draft worth Rs. 2000/- for Professor, Associate Professor & Director and for the position of Resident Medical Officer Rs. 1000/- , in favor of Director (Finance), IIUI.
5	Candidates already working in Government, Semi-Government and Autonomous Organizations in Pakistan should apply through proper channel.
6	Applications (with all requirements) must reach on or before (Thursday) December 20, 2018 (by 3.00 p.m.) in HR-V Section, Admin Block, International Islamic University, H-10 Campus, Islamabad.
7	Incomplete applications, and the applications received late will not be entertained.
8	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, Islamabad.
9	For further information please contact: 051-9019219 & 9019793 or visit our website www.iiu.edu.pk
10	Note: Errors and Omissions excepted.


 (IMRAN YOUSAF)
 DEPUTY DIRECTOR (HR-V)