

INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD

Prescribed Qualification/Criterion for Non-Academic Positions

1. Eligibility Conditions for the Regular Post of Assistant Director (Business Incubation Centre) BPS-17 (Male)

Qualification & Experience

- Proven experience as Assistant Director or other similar position at a Business Incubation Center.
- Proficient in MS Office, Relational Databases and Software.
- Outstanding Communication and Public Speaking Skills.
- Excellent Organizational and Leadership skill.
- BSc/BBA or equivalent from HEC recognized university; MS/MBA is preferable.

Responsibilities

- ❖ Work with the Director to coordinate and supervise various tasks.
- ❖ Ensure compliance with regulations and internal policies.
- ❖ Monitor attainment of objectives.
- ❖ Ensure regular mentorship activities are carried out at IIU-BIC.
- ❖ Prepare startups at IIU-BIC for elevator and investor pitches and ensure their participation in related national and international events.
- ❖ Seek various funding sources for IIU-BIC startups.
- ❖ Carryout awareness campaigns to ensure incubation of innovative startups at IIU-BIC.
- ❖ Assist in processes of company registration, IP, Trademark and related activities for product commercialization.
- ❖ Create reports and submit them to the Director or other executives.
- ❖ Fulfill duties as assigned by the Director.

2. Eligibility Conditions for the Regular Post of Lower Division Clerk BPS-09, (Female)

- At least 2nd division Intermediate with typing speed 35 WPM and computer proficient (MS Office).

GENERAL INSTRUCTIONS

1.	The University reserves the right to shortlist the candidates and to reject any/ all applications and cancel any advertised post(s) without assigning any reason.
2.	For the both positions applications/dossiers on prescribed Non Academic Application Forms (available at www.iiu.edu.pk) are required duly bind along-with all required documents.

	Note: The eligible candidates may be required to undergo short-listing process before interview by the Selection Board/Committee.
3.	Candidates already working in Government, Semi-Government and Autonomous Organizations in Pakistan should apply through proper channel.
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 of Rs 1000/- for Assistant Director and Rs 300/- for LDC (Female) position , in favor of Director (Finance), IIUI.
5.	Applications (with all requirements) must reach on or before <u>August 15 (Wednesday), 2018 (by 3.00 p.m.)</u> in HR-V Section, Admin Block, International Islamic University, H-10 Campus, Islamabad.
6.	Applicants lacking prescribed criteria and required qualification on closing date will not be entertained (required terminal degree must be completed on or before closing date). <u>FOREIGN DEGREE</u> holders shall be required to submit equivalence of the degree from HEC, Islamabad. For further information please contact 051-9019219 & 9019793.

Note: Errors and omissions excepted.