



INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD

SITUATION VACANT

Applications are invited from qualified persons for the following Non-Academic positions for appointment on purely Contract / Project Post / Adhoc basis.

S.No	Name of Post	Gender	Required Qualification & Experience
1	<p>Assistant Director (Admin) On Contract (Project Post)</p> <p>Fixed Salary of Rs. 50,000/- P.M (with 10% annual increment)</p> <p>For the period of Two Years only for its Project titled "Establishment of Business Incubation Centre at IIUI".</p>	Male	<ul style="list-style-type: none">❖ Master degree (B-grade in Semester System/1st Division in Annual Exam System) or equivalent from HEC recognized University in the relevant subject preferably with one year experience. Must have computer proficiency.
<u>Responsibilities</u> <ul style="list-style-type: none">❖ Assist in developing and implementing plans and goals for the department.❖ Work with the Director to coordinate and supervise daily operations.❖ Ensure compliance with regulations and internal policies.❖ Monitor attainment of objectives.❖ Assist in budgeting and monitoring expenses.❖ Maintain scheduling of events and represent the company when needed.❖ Create reports and submit them to the Director or other executives.❖ Fulfill duties as assigned by the Director.			
2	<p>Assistant On Contract (Project Post) Fixed Salary of Rs. 30,000/- P.M (with 10% annual increment)</p> <p>For the period of Two Years only for its Project titled "Establishment of Business Incubation Centre at IIUI".</p>	Male	<ul style="list-style-type: none">❖ 1st Class Master Degree in Administrative/Management/Social Sciences or Computer Sciences. Must be computer proficient.OR❖ 1st Class Graduate with 2-years relevant Administrative experience. Must be computer proficient.

Responsibilities

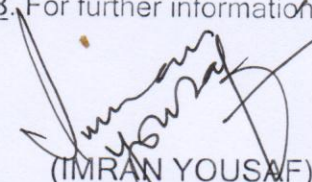
- ❖ Be responsible for day-to-day correspondence, information sharing and filing ensuring that appropriate follow up actions are taken.
- ❖ Collect and analyzes data, prepare and update briefs, records and other documents.
- ❖ Generate memos, emails and reports when appropriate.
- ❖ Assume responsibility for maintenance of office equipment and supply.
- ❖ Answering incoming calls and assume other receptionist duties when needed.

3	Composer (BPS-16) On Adhoc	Male	<p>I. 2nd Div BSc from HEC recognized University/Institute.</p> <p>II. Six months certificate computer.</p> <p>III. 2-Years experience in relevant field.</p> <p>OR</p> <p>I. F.A 2nd Div from recognized Institute.</p> <p>II. Six months certificate computer.</p> <p>III. 4-Years experience in relevant field.</p> <p>OR</p> <p>I. Matric 2nd Div from recognized Institute.</p> <p>II. Six months certificate computer.</p> <p>III. 6-Years experience in relevant field.</p>
---	-------------------------------	------	---

GENERAL INSTRUCTIONS:

- 1) IIU reserves the right to cancel the advertisement, shortlist the candidates and to reject any/all applications without assigning any reason.
- 2) Applications on the prescribed **Non-Academic Application Form** available on IIUI website www.iiu.edu.pk duly completed in all respect along-with attested copies of testimonials, experience certificates are required. The eligible candidates may be required to undergo short-listing process before test/interview by the selection committee.
- 3) 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.
- 4) Candidates already working in Government, Semi-Government and Autonomous Organizations in Pakistan should apply through proper channel.
- 5) Applications along-with crossed postal order/pay order/bank draft for Assistant Director Rs. 500/- and for other positions Rs.300/- in favor of Director (Finance) IIU be submitted in HR-V Section, International Islamic University, Admin Block, New Campus Sector H-10, Islamabad. Last date for receipt of applications is June 13th, 2018. For further information please contact: 051-9019219 & 9019793.

Note: Errors and Omissions excepted.


(IMRAN YOUSAF)
DEPUTY DIRECTOR (HR-V)