



# International Islamic University Islamabad

## CORRIGENDUM

With reference to this office advertisement for Non-Academic position of Director (BPS-20) Finance, published on two national dailies dated **09-12-2018**. The following corrigendum is being issued for information of all concerned.

S.No	Name of Post	Gender	Appointment Type	No of Post
1	Director (Finance) BPS-20	Male/Female	Contract	01
2	Last date to apply for the said post has been extended up to <b>Friday, January 18, 2019</b> .			

### NOTE:

- The other things will remain intact. For details about qualifications experience & applying procedure, please visit our website [www.iiu.edu.pk](http://www.iiu.edu.pk).

**(IMRAN YOUSAF)**

**DEPUTY DIRECTOR (HR)**

**Ph: 051-9019219 & 9019793**





INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD

## **CORRIGENDUM**

### **NON ACADEMIC POSITION OF DIRECTOR (FINANCE) BPS-20**

#### **QUALIFICATION AND EXPERIENCE**

- ✓ M.B.A. (Finance) (B-grade in Semester System/1<sup>st</sup> Division in Annual Exam. System) or equivalent or ICMA/CA from HEC recognized University with 15 years experience in the relevant field in BPS-17 and above or equivalent.
- ✓ Must have computer proficiency. (Experience can be relaxed in case of highly qualified persons).

#### **TORs FOR DIRECTOR FINANCE**

- ✓ Supervision of preparation of Books of Accounts.
- ✓ Supervision of matters related to the fees of campus students.
- ✓ Supervision of payments to vendors, visiting faculty.
- ✓ Preparation and disbursement of monthly salaries of the campus employees.
- ✓ Liaison with banks.
- ✓ Liaison with head office.
- ✓ Calculation of Income tax for the employees of the institute related to their salaries.
- ✓ Reporting to the Head of the Institute.
- ✓ Preparation and supervision of the final accounts of the campus.
- ✓ Overall supervision of the external audit of the institute.
- ✓ Supervision and preparation of payments made to the visiting faculty.
- ✓ Preparation of yearly budget for the institute.
- ✓ Supervision for compliance of the budget of the institute.
- ✓ Assisting the subordinates in various matters requiring guidance.
- ✓ Close compliance of the accounting procedures according to the Accounting and Auditing standards and policies (e.g. disclosure policy, matching principle, revenue recognition policy, etc.).
- ✓ Handling of HEC Grants and their compliance thereof.

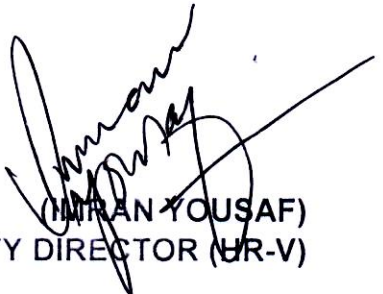


# INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD

## 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](http://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).
- 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 of **Rs.2000/-** in favor of Director (Finance) IIU required to be submitted in HR-V Section, International Islamic University, Admin Block, New Campus Sector H-10, Islamabad.
- 6) No TA/DA is admissible for the Test/Interview.
- 7) Last date for receipt of applications is **(FRIDAY) JANUARY 18, 2019**. For further information please contact: 051-9019219 & 9019793.

**Note:** Errors and Omissions excepted.

  
(MIRAN YOUSAF)  
DEPUTY DIRECTOR (HR-V)