



INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD  
(Human Resource Department)

SITUATIONS VACANT

Applicants are invited from the qualified persons for the following vacant positions on **TEMPORARY/ADHOC BASIS** in the Iqbal International Institute for Research & Dialogue (IRD) of the International Islamic University, Islamabad (IIU):-

S.No	Name of Post	Qualification & Experience
01	<b>Assistant Director (BPS-17)</b> <b>(Media Communication) (Female)</b> <b>Adhoc Basis</b>	Master's Degree in Mass Communication (B-Grade in Semester System/1 <sup>st</sup> Division in Annual Exam. System) from HEC recognized University with one-year relevant professional experience. Computer proficiency must. Preference will be given to the candidate having 1 <sup>st</sup> class degree in MS in Media Studies and experience in documentary production.
02	<b>Superintendent (BPS-16)</b> <b>(Male)</b> <b>Adhoc Basis</b>	1 <sup>st</sup> Class Master Degree in Administrative / Management / Social Sciences or Computer Sciences. Must be computer proficient. OR 1 <sup>st</sup> Class graduate with two-year relevant administrative experience. Must be computer proficient. Preference will be given to the candidate having experience in student affairs and related to youth engagements.
03	<b>UDC (BPS-11)</b> <b>(Male)</b> <b>Adhoc Basis</b>	At least 2 <sup>nd</sup> class Graduate and computer proficient (M.S Office). OR 2 <sup>nd</sup> Class Intermediate with three years' relevant experience and computer proficient (M.S Office). Preference will be given to the candidate having qualification in international relations and extensive experience in peace building and conflict management issues. The desirable candidate should demonstrate his ability to interact with diverse social and religious actors while other in BBA (IT).
04	<b>Internee</b> <b>(Six Months Internship) (Female)</b>	Holding Master Degree in languages with some administrative experience in academic institution. Consolidated monthly salary Rs.30000/- (Rupees thirty thousand).





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GENERAL INSTRUCTIONS

- 1) IIU reserves the right to shortlist the candidates and to reject any/all applications without assigning any reason.
- 2) Interested candidates can apply **ONLINE** through the link [hrm.iiu.edu.pk](http://hrm.iiu.edu.pk) . Applicants are required to deposit the Job Processing fee amounting **Rs. 500/-** for the BPS-17 and **Rs. 300/-** for BPS-16 & below and Internee, which will be auto generated on specified HBL challan form after completion of online application form. No hardcopy of online application / testimonial / challan receipt is required to be forwarded to IIUI. It should be preserved in safe custody by the applicant and has to be presented at time of Test/Interview.
- 3) The eligible candidates may be required to undergo short-listing process before Test/Interview by the Selection Committee.
- 4) Candidates already working in government sector are required to obtain NOC from their parent organization before Test/Interview.
- 5) 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.
- 6) The **Internship** is neither an offer of employment on a formal job nor does it confer any right of interns on future employment in the University.
- 7) Last date to apply ONLINE for the program is **(Monday) February 11, 2019**. For further information please contact: 051-9019219 & 051-9019793 or visit our website [iiu.edu.pk](http://iiu.edu.pk).
- 8) No TA/DA is admissible for Test/Interview.

**Note:** Errors and Omissions excepted.

*Imran Yousaf*

(IMRAN YOUSAF)  
DEPUTY DIRECTOR (HR-V)