Sukkur IBA invites the applications from dynamic, qualified and result-oriented candidates for following positions:

1. **Director (Student Financial Assistance and University Advancement)** BPS-20
   - **Education:** The candidate should have PhD/ 1st class Masters Degree (18 years of education) preferably in Business Administration or equivalent) from HEC recognized institute/University. Specialized training in financial aid, development, M&E, Strategic Communication or IT/ MIS is plus.
   - **Responsibilities:** The director is responsible for all aspects of strategic planning, program development, management, monitoring and evaluation, and accountability. The director also serves as the direct supervisor of the Manager Student Financial Assistance, Manager of University Advancement and Manager Career Services. The detailed TORs can be downloaded from: www.iba-suk.edu.pk
   - **Salary Package:** Negotiable depending upon experience and qualifications.
   - **Experience:**
     - At least 15 years experience in similar capacity.
     - With 7 years experience at senior management / teaching position.
     - Preferably 3 years of experience with financial assistance and university advancement programs at an accredited or conceptual understanding of mechanisms of financial assistance, university advancement and career services.
     - Demonstrated experience in academic administration, student services, community outreach and partnership with government and private sector.
     - Computer Proficiency in MS office is pre-requisite.

2. **Director (QEC)** BPS-20
   - **Education:** The candidate should have Ph.D / 1st class Masters Degree (18 years of education) in management sciences / social sciences / computer science / engineering from any HEC recognized Institute/University.
   - **Experience/Skills:**
     - Minimum 15 years of experience in following areas:
     - Establishing, managing and developing Quality Enhancement Cell (Preferably in educational institute)
     - Developing and implementing quality standards
     - Strategy formulation for Quality Enhancement
     - Developing policies and procedures for quality enhancement and quality assurance
     - Proven track record of quality assurance and quality management
     - Have a clear vision and in depth knowledge of quality enhancement.
   - **Salary Package:** Negotiable depending upon experience and qualifications.
   - The detailed TORs can be downloaded from: www.iba-suk.edu.pk

3. **Data Analyst** BPS-17
   - **Education:** The candidate should have 1st Class Masters / 4 years Bachelor Degree in Computer Science / IT / MBA / Statistics / Engineering from HEC recognized Institute/University.
   - **Responsibilities:** Data Analyst will be responsible for Daily Operations, Data Capture, Performing Logical Data pattern, Data Reporting.
   - **Experience:**
     - 2-3 years experience in Quality Assurance and Quality Management will be Preferred.
     - Computer Proficiency in MS office is Pre-requisite.
   - **Application form may be downloaded from:** http://www.iba-suk.edu.pk/about/bc/wpfh/download.aspx

**How to Apply**
Please send your application on prescribed format, one recent colour photograph, complete CV and relevant documents latest by December 25, 2012 along with a Bank Draft/Pay Order for Rs. 1000/- in favour of “Sukkur IBA” on the following address:

**REGISTRAR**
Sukkur Institute of Business Administration
Airport Road, Sukkur. Ph: 071-5630272-5633490 UAN: 071 (111-785-422) Ext: 188, Fax: 071-5804425

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