Sukkur IBA invites applications from dynamic, qualified and energetic candidates for the post of:

**Secretary to Director** (BPS-18)

**Qualification**
1st Class MS/MBA/BBA degree from an HEC recognized University/Institution.

**Experience and Required Skills**
- Minimum 2 years relevant post-qualification experience in university/administration.
- Strong Communication skills
- Strong writing skills
- Proficiency in computer (MS office)
- Drafting and taking dictation

**Guidelines to Apply**
- Interested candidate can apply through online at career.iba-suk.edu.pk and send printed form along with relevant documents, updated CV, recent photograph and demand draft/pay order (Non-refundable) of Rs. 1000/- in favour of “Sukkur IBA” latest by September 03, 2016
- Completion of Degree is mandatory.

REGISTRAR
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UAN: 071 (111-785-422) Fax: 071-5804419