



**CAREER OPENINGS**  
**Continuing Education Programme**

The Indus Valley School of Art and Architecture (IVS) is a premier, degree-awarding institution in Karachi, Pakistan. Its vision is to impart education in art, design and architecture, create a culture of excellence in research and innovation, contribute towards a just and tolerant society, and enable students to serve as instruments of positive change.

The Continuing Education Programme (CEP) at IVS offers non-credited courses including workshops, diplomas, community-based education, and customized training for diverse audiences.

IVS invites applications from eligible candidates for the following positions:

**Assistant Manager, Accounts & Information, CEP**

The incumbent will be responsible for managing registration and accounts portals with respect to admissions, course-wise fee receipts, HR contracts and reconciliations. Through information and analytics, the position will support the CEP team to strategize and achieve its programme targets, streamline admission queries and ensure smooth running of the courses. The position will liaise closely with the finance team and academic administration to ensure the efficient and effective functioning of CEP.

Candidates with a Master's degree (16 years of education) in the field of information and management sciences, preferably with basic accounting practice, are encouraged to apply. 5-7 years of demonstrable experience of working on projections, analysis, customer dealing and coordination with multiple stakeholders will be a significant advantage. Excellent command over MS Excel, numbers, and information visualization is a must.

Applications should be submitted electronically at [hr@ivs.edu.pk](mailto:hr@ivs.edu.pk) latest by June 2nd, 2023 with the position mentioned in the subject line. Only shortlisted candidates will be contacted for further details and interviews.



**Indus Valley School of Art and Architecture**  
**Job Description**

Job Title	Assistant Manager, Accounts & Information	Department/Office	CEP
Job Holder		Job Code	
Job Type	Permanent	Timings	10:00 am – 6:00 pm Alt Sat: 12:00 to 7:00 pm
Line Manager(s)	Director CEP	Post-Related Allowances	None
Job Aim	The position aims to strengthen the scope and impact of Continuing Education Programme through efficient information and financial management and analysis. En		
Number of Staff Managed	00	As line manager 00	As Counter signatory 00
<b>Duty and standards – measurable in terms of time, cost, quality or quantity. Please note this list is not to be regarded as exclusive.</b>			
Duty 1 (35%)	Accounts & Financial Management		
Specific Job Responsibilities	<ul style="list-style-type: none"> <li>• Understand and deploy the SOPs required for timely processing of payments, refunds and contracts for various CEP activities</li> <li>• Manage and reconcile CEP course payments and challans using the three portals – Paypro, Codelabs and EBiz Pro. This will be done on a fortnightly basis as well as for each course offered.</li> <li>• Process instructor payments at the end of their block/classes in close coordination with Academic Administration team lead. Payments will need to be verified looking at their contracts and attendance record.</li> <li>• Keep a record of vendor payments and other expenses to tally with budgeted expenses, trial balance and CEP ledgers in close coordination with IVS finance team</li> <li>• Follow-up for pending fee payments/instalments of registered and enrolled course participants.</li> </ul>		
Duty 2 (30%)	Query Management & Coordination		
Specific Job Responsibilities	<ul style="list-style-type: none"> <li>• Manage admissions portal data and information vis-à-vis status of applications for all course offerings including workshops, short courses and diploma.</li> <li>• Monitor and follow up with applicants to ensure payments are duly made, generate final enrolment list for each course and update their respective status on admission portal and oaypro</li> <li>• Liaise with CEP Academic Admin portfolio to plan course start dates and convert the registrations into paid enrolments through regular follow up.</li> <li>• Lead and direct the interns/volunteers to manage information flow and queries received via phone, email and social media platforms. Facilitating applicants or parents who have come for in person inquiry may also be required.</li> <li>• Maintain a working knowledge of Undergraduate and Graduate programmes as well as IVS's calendar events (e.g., convocation, thesis show, etc.).</li> </ul>		
Duty 3 (35%)	Analytics & Reporting		

Specific Job Responsibilities	<ul style="list-style-type: none"><li>• Support CEP Director in figuring out the trends related to course registrations, student demographics, yield, and other aspects of CEP's prospective and current participants.</li><li>• Initiate, coordinate and lead data collection and analysis for supporting CEP's planning and target achievement. This will also entail return on investment, financial feasibility of various initiatives. University initiatives.</li><li>• Lead data visualization and management initiatives of CEP , including dashboard development using a range of software and technology tools.</li><li>• Provide re support to academic and marketing portfolios by designing appropriate information collection mechanisms and regular/updated analytics</li><li>• data collection instruments and analysis plan, both quantitative and qualitative in nature.</li><li>• research, gradually developing expertise in big data analysis and management.</li><li>• Actively contribute to strategic and work planning discussions of the unit.</li><li>• Contribute to development and implementation of CEP's operational plan through sharing trends and insights from information gathered on course registrations and feedback received.</li><li>• Ensure information confidentiality and data integrity for all institutional and strategic decisions.</li></ul>
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