



## **Career Opening**

**Indus Valley School of Art and Architecture** is a prestigious School dedicated to producing exceptional artists, architects and designers over the past few decades. The School is situated in **Karachi** and is looking for a qualified candidate for the position of **QEC Officer** for the **Quality Enhancement Cell**.

### **Job Description:**

Some of the core responsibilities include:

1. Assist with preparation of reports required for external and internal audits
2. Gather and compile data as per the requirements of the accreditation bodies
3. Assist with audit visits by HEC, QAA and other accreditation bodies
4. Provide support to other academic programs as required

### **Qualification:**

Minimum Bachelor's degree from an HEC-recognized institution

### **Experience:**

At least 2 years of relevant work experience.

### **Skills/Expertise:**

1. Excellent Microsoft Office knowledge
2. Excellent verbal and written communication skills
3. Excellent interpersonal skills
4. Attention to detail

Interested candidates are requested to submit their CV at [hr@ivs.edu.pk](mailto:hr@ivs.edu.pk) with the position mentioned in the subject line by **Sunday, 8<sup>th</sup> October 2023**.