



CAREER OPENING

Information and Administration Officer Continuing Education Programme (CEP)

The Indus Valley School of Art and Architecture (IVS) is a premier, degree awarding institution in Karachi, Pakistan that provides education in art, design and architecture. IVS invites applications from eligible candidates for the position of Information and Administration Officer in the Continuing Education Programme.

Key responsibilities entail supporting CEP in managing student queries, sharing course information, processing fee challans and carrying out data analysis and visualization for effective decision making. The candidate will be required to closely work with the Accounts Department and IT to ensure timely access to information, financial reconciliation, and recording CEP's transactions accurately.

This position requires expertise in customer handling, data and information management, data visualization, with an exposure to basic financial and accounts procedures. Preference will be given to Masters level education in relevant discipline with an experience of 5-7 years. Proficiency in Excel, PowerBI, ERM software is essential.

To Apply:

Applications should include a cover letter and a detailed CV, and should be submitted electronically at hr@ivs.edu.pk with the position mentioned in the subject line.

Only shortlisted candidates will be invited for interviews.