



**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, Academic Administration, CEP**

The incumbent will be responsible for the academic administration of on and off-campus trainings and course offerings in CEP. Coordination with instructors, course scheduling, maintaining student records and day-to-day coordination will be integral to the position.

Candidates with a Master's degree (16 years of education) in the field of management or social sciences and 5-7 years of experience are encouraged to apply. Candidates with demonstrable experience of academic planning, course and student management with excellent communication and organization skills will be given preference.

**Assistant Manager, Information & Analytics, 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 February 24, 2023 with the position mentioned in the subject line. Only shortlisted candidates will be contacted for further details and interview.