

Kinnaird College for Women



VACANT POSITIONS

Kinnaird College for Women, Lahore invites applications from dynamic and self motivated individuals for the following post:

ASSISTANT DIRECTOR (ADMINISTRATION & COORDINATION)

JOB PROFILE: The incumbent will be responsible to liaison with Institutes and Universities to preserve the heritage of Pakistani Writing in English in the Department of International Centre for Pakistani Writing in English.

QUALIFICATION, EXPERIENCE AND SKILL SET

- M.Phil in English or Equivalent (18 years of Education) OR Masters in English or Equivalent (16 years of Education) with preferably **4 Years** relevant experience
- High Level Computer Skills.
- Strong Interpersonal, Communication and Presentation Skills
- Excellent knowledge of Pakistani Writing in English
- Ability to coordinate with National & International Institute and Foreign Universities offering courses in Pakistani Literature in English

INSTRUCTIONS FOR APPLICANTS

- Applications along with attested copies of the following documents will be sent through registered mail on the address mentioned at the end:
 - Cover Letter along with detailed resume
 - Two passport size photographs
 - Attested copies of CNIC & all relevant documents (degrees, transcripts, experience letters and other certificates mentioned in the resume)
 - Complete contact details
 - Names & Contact details of two referees
- The name of the post applied for should be written clearly at the top right corner of the envelope
- Applicants must have obtained all Educational Certificates and Degrees from Government & HEC recognized institutions and should not have 3rd Division in the entire academic career
- Part time, honorary, apprenticeship and internee experience will not be counted as work experience. Experience will only be considered if acquired after the minimum prescribed qualification against each post
- Age of the applicant should be between 25 years – 50 years on August 31, 2016.
- No TA/DA will be admissible for appearing in the interview
- The last date for submission of applications is **September 20, 2016**
- Late applications will not be entertained by the College
- Only short listed candidates will be invited for an interview

Only those candidates may apply who fulfill the minimum eligibility criteria. Candidature shall be cancelled at any stage due to incomplete/ wrong information.

We reserve the right to withhold appointment on advertised post.

The Principal
Kinnaird College for Women, 93-Jail Road, Lahore.
<http://www.kinnaird.edu.pk/>
Tel: 042-99203781-84