

# Kinnaird College For Women



## VACANT POSITIONS

Kinnaird College for Women invites applications from bright & motivated candidates for the following positions:

ACADEMIC SUPPORT POSTIONS			
Department	Position	Qualification and *Experience	Skill Sets
Food Science & Human Nutrition	Research Associate	<ul style="list-style-type: none"> <li>M.Phil or equivalent degree (18 years of education) in the relevant field</li> <li>Preferably 05 years experience of research related projects and sponsor grants in the relevant field</li> </ul>	<ul style="list-style-type: none"> <li>Ability to develop grant proposal submissions in conjunction with sponsored projects administration</li> <li>Experience of working on SPSS &amp; other advanced statistical software</li> <li>Ability to communicate effectively in English</li> </ul>
IT	IT Assistant (Male only)	<ul style="list-style-type: none"> <li>Bachelors in Computer Science/ IT or equivalent degree (14 years of education)</li> <li>Preferably 02 years of hands on experience in the relevant field</li> </ul>	<ul style="list-style-type: none"> <li>Good IT &amp; troubleshooting Skills</li> <li>Proficiency in using Microsoft Office</li> <li>Ability to communicate effectively</li> </ul>
	Computer Laboratory Assistant	<ul style="list-style-type: none"> <li>Bachelors in Computer Science/ IT or equivalent degree (14 years of education)</li> <li>Preferably 01 year of hands on experience in the relevant field</li> </ul>	
ADMINISTRATIVE SUPPORT POSTIONS			
Administration	Administration Assistant (Male only)	<ul style="list-style-type: none"> <li>Bachelor's Degree (14 years of education)</li> <li>Preferably 03 to 04 years experience in the relevant field</li> </ul>	<ul style="list-style-type: none"> <li>Proficiency in using Microsoft Office</li> <li>Ability to communicate effectively</li> <li>Must have ability to type in Urdu</li> </ul>
	Plumber (Male only)	<ul style="list-style-type: none"> <li>Literate preferably Matric</li> <li>Preferably 02 years experience in the relevant field</li> </ul>	<ul style="list-style-type: none"> <li>Basic knowledge of tools needed to perform general repair work</li> <li>Energetic &amp; Enthusiastic with sound health</li> </ul>
Transport	Driver (Male only)	<ul style="list-style-type: none"> <li>Literate preferably Matric</li> <li>Preferably 05 years experience in the relevant field</li> </ul>	<ul style="list-style-type: none"> <li>Must have PSV/HTV Heavy Duty License</li> <li>Energetic &amp; Enthusiastic with sound health</li> </ul>
	Conductor (Male only)	<ul style="list-style-type: none"> <li>Preferably Literate</li> <li>Preferably 02 years experience</li> </ul>	<ul style="list-style-type: none"> <li>Energetic &amp; Enthusiastic with sound health</li> </ul>

\*Experience means experience gained after obtaining the required qualification

### REQUIREMENTS

#### For Research Associate Position

- Teaching / Research Experience in a reputable Higher Educational Institution. National / International Organization will be given preference.
- The applicant must have excellent communication & knowledge imparting skills.
- Fluency and proficiency in spoken and written English is mandatory.

#### For All Position

- Applicants must have obtained all educational certificates and degrees from Government & HEC recognized institutions and should have no 3rd Division in the entire academic career.
- Age of the Research Associate should be between 25-45 years whereas the required age limit for all other positions is 23-35 years on February 28, 2017.

### INSTRUCTIONS FOR APPLICANTS

- Only those candidates may apply who fulfill the minimum eligibility criteria.
- The position applied for, must be mentioned on the top of the envelope.
- Candidates applying for more than one position should apply separately.
- Applications, along with attested copies of the following documents should be sent only through registered mail or courier service on the address mentioned at the end:
  - Cover Letter along with detailed resume.
  - Passport size photograph.
  - Attested copies of CNIC & all relevant documents (degrees, transcripts, experience certificates and other certificates mentioned in the resume).
  - Complete contact details.
  - Names & Contact details of two referees.
- Part time, honorary, apprenticeship and internee experience will not be considered as work experience.
- No TA/DA will be admissible for appearing in the interview.
- The last date for submission of applications is March 17, 2017 (Afternoon).
- Late and incomplete applications will not be entertained by the College.
- Only short listed candidates will be invited for an interview.

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.**  
**Tel: 042-99203781-84**  
**<http://www.kinnaird.edu.pk/>**