

KINNAIRD COLLEGE FOR WOMEN



VACANT POSITION

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

PROJECT COORDINATOR KINNAIRD ARCHIVE CENTRE

JOB PROFILE: The incumbent will be responsible to manage a growing archival repository showcasing the century-old legacy of Kinnaird College for Women. He/she will work *with the Head of Department* to employ best practices in the field of archiving to bring the institutional archive at par with international standards. The incumbent shall also assist in expanding direct and indirect use of College's archival collections for research, outreach, teaching, and community engagement.

QUALIFICATIONS, EXPERIENCE AND SKILL SET

- Education in social sciences/liberal arts (16 or 18 years of education) from HEC recognized institutions only.
- Preferably 03 years of relevant experience with 18 years of education and 04 years of relevant experience with 16 years of education.
- Strong organizational and research skills.
- Effective time management, communication and reporting skills.
- Familiarity with social media will be an added advantage.

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 and 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 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 and 50 years on July 31, 2017.
- NO TA/DA will be admissible for appearing in the interview.
- The last date for submission of applications is **August 30, 2017**.
- Late applications will not be entertained by the College.
- Only shortlisted 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 the advertised post.

The Principal
Kinnaird College for Women, 93 – Jail Road, Lahore
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<http://www.kinnaird.edu.pk/>