

# Kinnaird College for Women



## VACANT POSITION

Kinnaird College for Women invites applications for the following position:

### **Manager Research Operations, Industrial Linkages and Development**

**JOB PROFILE:** Manager Research Operations, Industrial Linkages and Development will be responsible to develop and maintain pre and post award administrative procedures for externally sponsored projects. . He/She will be required to promote the development of public – private partnership in support of college research and will also link and equip Kinnaird’s research community with needs and priorities of corporate sector.

### **QUALIFICATION, EXPERIENCE AND SKILL SET**

- PhD. from HEC Recognized University
- 06 years of relevant experience
- Experience of working on advanced statistical software
- Ability to communicate effectively in English
- Ability to develop grant proposal submissions in conjunction with sponsored projects administration
- Ability to develop an efficient and effective team

### **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 (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 3<sup>rd</sup> 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
- Maximum age should not more than 50 years on September 30, 2017.
- No TA/DA will be admissible for appearing in the interview
- The last date for submission of applications is **October 06, 2017**.
- 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 mentioned above. 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/>