

KINNAIRD COLLEGE FOR WOMEN



VACANT ADMINISTRATIVE POSITION

(Males Only)

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

Department	Position	Job Profile	Qualification, Experience and Skill Set
Human Resource	HRIS Officer	Responsible for handling Human Resource Information System. He will be involved in all operational work related to Human Resource.	<ul style="list-style-type: none">• 04 Years of Bachelors or equivalent (16 years of education) in Information Technology.• At least one year relevant working experience in an academic setting in similar job role will be preferred.

REQUIREMENTS

- Effective communication in both oral and written form.

INSTRUCTIONS FOR ALL APPLICANTS

- Only those candidates may apply who fulfill the minimum eligibility criteria.
- The position applied for must be mentioned on top of the envelope.
- Applications along with attested copies of the following documents should 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 and all relevant documents (experience letters, domicile, medical/fitness certificate and other certificates mentioned in the resume).
 - Complete contact details as well as names and contact details of two referees.
- All degrees must be HEC recognized with no 3rd Division in the entire academic career.
- Age of the applicant for administrative staff positions should be between 25-50 years.
- Candidates serving in Government/Semi-Government and autonomous bodies should apply through proper channel accompanied by NOC from the employer and if selected will be responsible for getting themselves relieved properly from their departments on the specified date of joining.

Note:

- The last date for receipt of applications is **May 10, 2019**. Late and incomplete applications i.e. without educational, professional and experience certificates etc. shall not be entertained.
- Only short listed candidates shall be called for interview/written test for which no TA/DA will be paid.
- Candidature shall be cancelled at any stage due to incomplete/ wrong information.

Kinnaird College for Women reserves the rights not to fill/withdraw /withhold the appointment against any post without assigning any reason. The College may consider an applicant in a lower cadre of the post advertised.

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