

# KINNAIRD COLLEGE FOR WOMEN



## VACANT POSITIONS

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

### ADMINISTRATIVE STAFF POSITIONS

Department/ Centre	Position	Job Profile	Qualification, Experience and Skill Set
Information Technology	IT Coordinator <i>(Females Only)</i>	She will be a liaison between IT department and all IT users in the college; will facilitate in planning and executing training on the use of systems and networks. She will work with other IT colleagues to uphold IT standards in the College.	<ul style="list-style-type: none"> <li>• Masters/Bachelors or equivalent (16 years of education) in the relevant field.</li> <li>• Preferably 02 years of relevant experience will be given preference.</li> <li>• Strong troubleshooting skills.</li> <li>• Strong interpersonal and communication skills.</li> <li>• Intension to details.</li> </ul>
	IT Support Engineer	Responsible to support and maintain the IT systems of the College and provide efficient timely support to all users such as resolving IT-related faults & responding to queries of users.	<ul style="list-style-type: none"> <li>• Masters/Bachelors or equivalent (16 years of education) in the relevant field.</li> <li>• Relevant experience will be given preference.</li> <li>• Strong troubleshooting skills.</li> </ul>

### ACADEMIC SUPPORT POSITIONS

Department	Position	Age	Qualification, Experience and Skill Set
Administration	Cleaner <i>(Males and Females)</i>	25-40	<ul style="list-style-type: none"> <li>• Preferably Literate</li> <li>• Preferably experienced</li> <li>• Hardworking, energetic and enthusiastic.</li> </ul>
Security	Security Guard	25-45	<ul style="list-style-type: none"> <li>• Matric</li> <li>• 02 to 03 years of experience in security establishment / agency.</li> <li>• Ex Army/ Ex Navy experience will be given preference</li> <li>• Hardworking, energetic and enthusiastic.</li> </ul>

## REQUIREMENTS

### For Administrative Positions

- Effective communication in both oral and written form.
- English language and computer proficiency.

### For Academic Support Positions

- Applicants are required to submit applications on prescribed **JOB APPLICATION FORM**, which may be downloaded from the College web site <http://www.kinnaird.edu.pk/> or can be taken from Gate Office of the College.

### 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 <sup>3rd</sup> Division in the entire academic career.
- Age of the applicant for administrative staff positions should be between 23-35 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 **June 12, 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**  
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<http://www.kinnaird.edu.pk/>