

Non-Academic Positions

Applications are invited from Pakistani Nationals for the Following Non - Academic Positions at Iqra University, H-9, Islamabad Campus

Controller of Examination

Required Qualification

- MS or M-phil

Experience

- 10 to 12 years experience in the relevant field

Skilled with :

- Student Information System (SIS)
- Exam Management Software
- Data Analysis Tools
- Assessment Software
- Document Management System
- Communication Tools
- Online Proctoring Software
- Learning Management System (LMS):

Director Administration/Security

Requirements:

- Retired Lieutenant Colonel or Major with past experience of security and administration at any university.
- Excellent communication, & management skills.
- 10 to 12 years of experience in the relevant field

Software Developer (ERP)

- Bachelor's or Master Degree in Computer Science/ Software Engineering/IT discipline
- Minimum 05 years of experience in Python, Java and Oracle technology
- **Skilled with:** Java, PHP, Python, Eclipse
- Postgres, Oracle

Director, Human Resource

Required Qualification

- MS or M-phil

Experience

- 10 to 12 years experience in the relevant field

Skilled with :

- Strategic Thinking
- Leadership and Management
- Employee Relations
- Talent Acquisition and Recruitment
- Performance Management
- Training Development
- Compensation and Benefits
- Legal Compliance

Digital Marketing Specialist

Required Qualification

- Bachelor's degree in Marketing or any related degree

Experience

- 4 to 5 years experience in the relevant field

Skilled with :

- Digital Marketing Strategy
- Content Creation
- SEO and SEM
- Social Media Management
- Graphic Design
- Copywriting
- Data Analytics
- Email Marketing
- Marketing Automation.
- Conversion Rate Optimization (CRO)

Director, Marketing

Required Qualification

- MS or M-phil

Experience

- 10 to 12 years experience in the relevant field

Skilled with :

- Market Research and Analysis
- Brand Management
- Digital Marketing Expertise
- Data Analytics and Interpretation
- Segmentation and Targeting
- Budgeting and Financial Acumen
- Negotiation and Partnerships
- Digital Marketing.
- Multichannel Campaign

Graphic Designer

Required Qualification

- Bachelor's degree in Graphic Design

Experience

- 4 to 5 years experience in the relevant field

Skilled with :

- Photography Skills
- Editing Software Proficiency
- Design creation and Photo Editing
- Color Grading, Storytelling

Photographer & Video Editor

Requirements:

- Bachelor's degree in Graphic Design
- 4 to 5 years experience in the relevant field
- Videography Skills, Camera Operation
- Editing Software Proficiency

Please mention the Position you are applying for in the Subject line.

Only shortlisted candidates will be called for interview.

No TA/DA will be admissible for the interview.

HOW TO APPLY

Send application with detailed CV/Resume to
(Manager HR: hr@iqraisb.edu.pk)

LAST DATE TO APPLY: 26th August, 2023

Iqra University, Plot No 5, Khayaban-e-Johar, Sector H-9, Islamabad

Phone: +92-51-111-264-264 (ext. 103) Fax: +92-51-4438315 Website: www.iqraisb.edu.pk