



JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE: Officer External Relations & Financial Assistance (ERFA)	DEPARTMENT: External Relations & Financial Assistance (ERFA)
POSITION REPORTS TO: Sr. Manager ERFA	
MAJOR JOB RESPONSIBILITIES	
<p>1. Provision of SZABIST Need-Based Scholarships to students;</p> <ul style="list-style-type: none">a. Soliciting, processing and short listing of application forms, and preparing pre-interview evaluation sheets.b. Pre-screen students on basis need assessment.c. Coordinating with nominated scholarship committee membersd. Organizing interview sessions, and assist with telephonic physical verification of students.e. Inform students, manage grievances, and provide guidelines for other scholarships. <p>2. Facilitates provision of External-Donor Funded Scholarships;</p> <ul style="list-style-type: none">a. Manage the scholarship process by undertaking the following tasks;<ul style="list-style-type: none">i. Solicit, process, and shortlist application forms,ii. Prepare data and score sheetsiii. Organize and participate in interview session, where advised.iv. Finalize interview scoresv. Prepare recommendation sheetsb. Prepare academic performance report of scholars, invoices for tuition fees, and provision of pertinent information.c. Process scholarship funds as per the scholarship disbursement plan and student academic performance.d. Report utilization/disbursement of scholarship fundse. Undertake physical verification exercises for assessing the authenticity of the information provided by the students in the application forms.f. Provide required information and participate in meetings organized with/by External-donor agencies. <p>3. Monitoring and evaluation visits of the external-donor agencies.</p> <ul style="list-style-type: none">a. Prepare presentation/report for the meetingb. As a follow-up of the meeting, provide required documents/reports/information. <p>4. Coordinate with SZABIST campuses for control documents and disbursement of scholarship funds.</p>	



- a. Seek disbursement status, and prepare log of such disbursements.
- b. Prepare reports on scholarship status of each campus

5. Maintains external relations of SZABIST;

- a. Make arrangements for participation of faculty/staff members in seminars/conferences conducted by the above-mentioned associations.
- b. Assist in analyzing, and preparing feasibility reports for collaborations and signing of MoUs
- c. Facilitate requests of having presentations/seminars of external stakeholders in SZABIST.
- d. Actively Manage SZABIST ERFA Facebook page.
- e. Any other task/responsibility assigned by senior management.

PERSON SPECIFICATION

(1) Academic Qualification Required

Bachelor Degree (four years' degree)

(2) Specific Job-related Skills Required

1. Proficient use of Microsoft Word, Excel, and PowerPoint
2. Communication & Interpersonal Skills

(3) Specific Job-related Traits & Behaviours Required

1. Attendance & Punctuality
2. Cooperativeness & Coordination
3. Policy and Procedure Compliance
4. Discipline

(4) Experience Required

At least 1 year of experience in the relevant field.