



### Job Description & Person Specification

<b>JOB TITLE:</b> Industrial Liaison Officer	<b>DEPARTMENT:</b> Executive Development Centre
<b>POSITION REPORTS TO:</b> Asst. Manager EDC	
<b>POSITION IS REPORTED BY:</b> N/A	
<b>MAJOR JOB RESPONSIBILITIES:</b> <ol style="list-style-type: none"><li>1. Corporate visits: At least 10 meetings with corporates at workplace per month, with Manager EDC, for,<ul style="list-style-type: none"><li>• Job placements</li><li>• Internships</li><li>• Marketing of emerging programs (EMBA, MPM, ELM, MPH, PHD)</li><li>• getting sponsorships for convocation</li><li>• Training</li></ul></li><li>2. Organize and arrange HR Networking Meet-up in which HR Professionals are invited to meet with SZABIST Management.</li><li>3. Facilitator, Advisory Boards<ul style="list-style-type: none"><li>• Corporate Advisory Board, who arranges and organizes the meetings and takes follow-up regarding the meeting.</li><li>• Assist in forming alum Advisory Board</li></ul></li><li>4. Communications<ul style="list-style-type: none"><li>• Thank you, report reference letters, letters related to internships, placements etc</li></ul></li><li>5. Corporate trainings, at least once a month<ul style="list-style-type: none"><li>• Conduct research to determine training needs in corporate sector.</li><li>• Create links in corporate sector to get trainings.</li><li>• Designing effective training programs.</li><li>• Plan yearly training calendar.</li><li>• Create training manuals.</li><li>• Create training proposals/ partnership packages.</li><li>• Coordinate and organize corporate trainings including selecting and booking suitable venues; dates; corporate trainers; training sessions.</li><li>• Market training programs.</li><li>• Evaluate delivery of corporate training.</li><li>• Collect feedback on corporate trainings.</li></ul></li><li>6. Any other task assigned by SZABIST.</li></ol>	
<b>PERSON SPECIFICATION</b> <ol style="list-style-type: none"><li>(1) <b>Academic Qualification Required</b> MBA or equivalent qualification.</li><li>(2) <b>Specific Job-related Skills Required</b><ol style="list-style-type: none"><li>1. Communication Skills</li><li>2. Counseling Skills</li><li>3. Interpersonal, Presentation &amp; Counseling Skills</li><li>4. Computer Skills</li></ol></li></ol>	



5. Problem-Solving Skill
6. Ability to organize the work and meet the deadlines

**(3) Specific Job-related Traits & Behaviors Required**

1. Punctuality
2. Integrity
3. Work interest, devotion and commitment
4. Appearance
5. Discipline

**(4) Experience Required**

At least 2 year experience in the related field