



**JOB DESCRIPTION & PERSON SPECIFICATION**

<b>JOB TITLE:</b> Program Support Officer	<b>DEPARTMENT:</b> Academics
<b>POSITION REPORTS TO:</b> Program Managers	
<b>POSITION IS REPORTED BY:</b> N/A	
<b>MAJOR JOB RESPONSIBILITIES</b>	
<p><b>Program Managers:</b></p> <ol style="list-style-type: none"><li>1. Fills Visiting Faculty hiring forms, submits it to HR Dept., photocopies the documents and maintains record.</li><li>2. Collects CVs and educational documents of Visiting Faculty and maintains contact list.</li><li>3. Prints recommendation letters and maintains record of various letters.</li><li>4. Communicates through phone calls and emails with visiting faculty for schedules, announcements, collection of course files and other requirements.</li><li>5. Compiles Theses and arranges Research Symposia twice a year.</li></ol> <p><b>Research Projects/IS/Thesis Data Compilation:</b></p> <ol style="list-style-type: none"><li>1. Checks Registration at ZABDESK attendance sheet and makes advisors list along with their groups.</li><li>2. Collects proposal forms from Thesis Groups, maintains record and allot numbers to each Group.</li><li>3. Collects progress and meeting records forms, from advisors.</li><li>4. Sends invitation letters to well known educational institutes for Research Symposium.</li><li>5. Makes arrangement for Final Presentation.</li><li>6. Assists in uploading the thesis results; after marked by advisor, external examiner, and Program Manager.</li></ol> <p><b>HEC and Other Agencies:</b></p> <ol style="list-style-type: none"><li>a) Collects and provides pertinent data required by HEC and others agencies; from relevant departments at SZABIST.</li></ol>	



**PERSON SPECIFICATION**

**(1) Academic Qualification Required**

At least Bachelors degree in any discipline

**(2) Specific Job-related Skills Required**

1. Interpersonal Skills
2. Problem-solving
3. Computer Skills

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

1. Attendance
2. Initiative taking
3. Cooperativeness & Coordination
4. Self-motivation and Commitment

**(4) Experience Required**

At least 1 to 2 years of experience in academic administration