



JOB DESCRIPTION & PERSON SPECIFICATION

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



PERSON SPECIFICATION

(1) Academic Qualification Required

At least Bachelors degree

(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