IVS

CAREER OPENINGS

TECHNICAL AND ARCHIVING OFFICER
TEXTILE RESOURCE CENTRE

The Indus Valley School of Art and Architecture is a premier, degree-awarding institution in Karachi, Pakistan that provides education in art, design and architecture. IVS invites applications from eligible candidates for a Technical and Archiving Officer position in our Textile Resource Centre in the Textile Department.

Core Responsibilities:

- Assist the computer digital tools instructor during classes by setting up equipment, managing digital tools, and providing technical support.
- Facilitate student engagement and learning by assisting them with any technical assistance during the class by providing guidance on how to use lab resources, software, and digital tools effectively for their projects.
- Maintain the archives of student thesis work and other departmental projects (physical and digital), ensuring all records are systematically organized for future reference.
- Manage the setup and maintenance of multimedia equipment and resources within the department.
- Regularly inspect and maintain hardware and software to ensure optimal performance and identify, report and address technical issues promptly, coordinating repairs or updates as necessary.
- Work with the CEP team to manage shared resources and ensure the lab is always functional.
- Collaborate with the Academic Programme Officer to create and manage content for the department's social media presence and Craft Documentation, contributing to its growth and engagement.
- Enforce lab rules and procedures to maintain a productive and safe working environment for everyone.

Qualifications:

- Minimum Bachelor's degree in IT, Computer Science, or related field, with relevant IT support certifications from an HEC recognized higher education institution.
- Minimum 1-2 years in technical support, classroom assistance, hardware/software maintenance, archiving, and social media/content creation.

Required Skills:

- Strong technical skills with digital tools and software
- Good communication and interpersonal skills
- Problem-solving abilities
- Knowledge of lab resources and software applications
- Familiarity with archiving systems and methods
- Content creation skills
- Social media management skills
- Ability to work collaboratively with other teams

Applications can be submitted electronically at hr@ivs.edu.pk with the position mentioned in the subject line by **Monday, 13th January 2025** mentioned in the subject line.
Only shortlisted candidates will be invited for interviews.