



INDUS VALLEY SCHOOL OF ART AND ARCHITECTURE

# WE ARE HIRING

## HEAD OF SHARED SERVICES

IVS is seeking a highly skilled and experienced Head of Shared Services to lead the institution's day-to-day operations, driving growth, efficiency, and excellence. As a key member of the leadership team, you will develop and implement strategic plans that align with the institution's mission and goals. You will oversee multiple teams and, provide strategic guidance and direction to ensure seamless operations.

- Develop and implement operational plans, policies, and procedures to ensure efficient and effective delivery of services
- Partner with senior leadership to drive HR functions, IT strategy, campus operations, finance, and resource mobilization
- Oversee compliance with institutional policies, regulatory requirements, and industry standards
- Manage risk management initiatives to ensure the institution's assets and reputation are protected
- Oversee the functioning of the Continuing Education Programme, ensuring it meets the institution's strategic objectives
- Manage annual planning, budgeting, and performance monitoring processes to ensure operational effectiveness
- Collaborate with cross-functional teams to drive institutional excellence and achieve strategic objectives

### **Required Qualifications and Experience:**

- Minimum Master's degree from an HEC-recognized educational institution
- 10-plus years of relevant work experience, preferably including some work experience in an educational institution

### **Required Skills:**

- Strong management, problem-solving, and multi-tasking skills
- Excellent written and verbal communication
- Interpersonal skills and ability to lead a team effectively
- Experience with budgeting, forecasting, financial and strategic planning, IT and HR functions

PLEASE MENTION THE JOB TITLE IN THE SUBJECT LINE AND  
SHARE YOUR CV AT :  
[hr@ivs.edu.pk](mailto:hr@ivs.edu.pk)

**DEADLINE: 6<sup>TH</sup> SEPTEMBER, 2024**