



## **CAREER OPENING**

### **ADMINISTRATION DEPARTMENT DEPUTY MANAGER ADMINISTRATION**

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 Deputy Manager Administration in our Administration department.

#### **Core Responsibilities include:**

1. Ensure smooth daily operations and services of the School.
2. Maintain and manage a comprehensive asset information system.
3. Lead the procurement process for acquiring new equipment.
4. Support the HoD in preparing the annual budget by gathering and compiling data to contribute to the report.
5. Oversee the logistics and vendor management for admission tests, convocation ceremonies, and other campus events.
6. Manage and arrange comprehensive security operations, including managing security personnel, parking facilities, surveillance systems, and day-to-day security concerns.
7. Coordinate with vendors to ensure timely and accurate fulfillment of departmental printing requests.
8. Conduct regular inspections of campus facilities, including buildings, furniture, equipment, and adopted parks, to identify and report maintenance needs.
9. Manage all event logistics, ensuring adherence to established protocols for a smooth and successful execution.

#### **Qualifications:**

Candidates are expected to at least have a Master's degree in Business Administration, Management, Public Administration, or a related field from an HEC-recognized institution.

#### **Experience:**

Minimum of 6-8 years in administration with demonstrated supervisory experience in procurement processes and event coordination. Candidates with experience in academics will be preferred.

#### **Required Skills:**

- In-depth understanding of office management procedures, and departmental and legal policies.
- Proficient in MS Office.
- An analytical mind with problem-solving skills.
- Excellent organizational and multitasking abilities.
- Ability to manage multiple tasks and projects.
- Attention to detail.
- Experience in budget management, safety compliance, or project management.

Interested candidates are requested to submit their CV at [hr@ivs.edu.pk](mailto:hr@ivs.edu.pk) with the position mentioned in the subject line by **Friday, 19<sup>th</sup> July 2024**. Only shortlisted candidates will be invited for interviews.