



## **CAREER OPENINGS COMMUNICATION DESIGN DEPARTMENT**

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 Assistant Program Officer position in our Interior Design Department.

### **Academic Programme Officer**

1. Act as the main liaison for the Communication Design department with the administration, faculty and the students.
2. Coordinate with the Academics department to ensure timely preparation and distribution of attendance sheets, grade sheets, timetables, course allocations, course outlines, and other academic materials.
3. Assist in scheduling and planning of departmental events, activities and juries.
4. Respond to queries from students, faculty, staff, visitors, other external bodies, and divert the queries to the relevant persons, if required.
5. Organize and archive external juror lists, internship evaluations, and other department-related documents
6. Assist with space allocation, classroom set ups, and scheduling.

### **Qualifications:**

Candidates are expected to at least have a Bachelor's degree or relevant field from a HEC-recognized institution.

### **Skills:**

- Organizational management and attention to detail
- Good written and verbal communication skills
- Proficiency in Microsoft Office, Zoom, Google Suite

### **Experience:**

Minimum 1-3 years of experience in a similar capacity in any professional environment.

Applications can be submitted electronically at [hr@ivs.edu.pk](mailto:hr@ivs.edu.pk) with the position mentioned in the subject line by **Monday, 30th June 2025**. Only shortlisted candidates will be invited for interviews.