

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 the Executive Assistant position in our Executive Office.

Core Responsibilities:

- 1. Work as part of a team to support the day-to-day operations, initiatives, events, and programming efforts of the Executive Office. This includes assisting various working groups, task forces, and committees.
- 2. Assist with intra-institutional collaboration amongst various departments and help in supporting other projects within the School as assigned.
- 3. Assist the Dean & Executive Director with materials and summaries for presentations and briefings.
- 4. Assist with external outreach and communication undertaken by the Executive Office.
- 5. Keep records and document all meetings and projects.
- 6. Coordinate and make all necessary arrangements for meetings of the IVS Board of Governors.
- 7. Assist the Dean & Executive Director by scheduling meetings and preparing agendas.

Qualifications:

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

Skills:

- Proficiency in MS office
- Strong communication and organization skills
- Multi-tasking and attention to detail

Experience:

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

Applications can be submitted electronically at hr@ivs.edu.pk with the position mentioned in the subject line by **Monday**, **20th October 2025**. Only shortlisted candidates will be invited for interviews.