



## **CAREER OPENINGS**

### **STRATEGIC PARTNERSHIPS LEAD CONTINUING EDUCATION PROGRAMME**

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 an Strategic Partnerships Lead in our Continuing Education Programme Department.

#### **Core Responsibilities:**

- Engage with public and private sector stakeholders such as TDAP and industry partners to secure training projects/ services for IVS-CEP.
- Conduct consultative sessions and market research to develop customized business proposals and follow through to convert them into monetized work options for CEP.
- Assist in planning and executing customized courses, programs and events with schools, industry, and corporate partners, managing logistics and communication with both internal and external stakeholders.
- Support the Director and CEP team in building IVS-CEP's presence within school networks and corporate partnerships.
- Promote niche services to students, parents, teachers, and corporate management through networking events and informational sessions, while expanding outreach to marginalized communities, artisans, and entrepreneurs.
- Identify and secure local funding opportunities to ensure program sustainability, resource development, and community impact.
- Assist in Preparing indicative budgets for events and programs, ensuring cost-effectiveness and alignment with financial resources while identifying funding sources to cover expenses.
- Facilitate coordination and communication across internal departments (administration, finance, IT) to support program delivery.

#### **Qualifications:**

- Minimum Bachelor's degree in Business Administration, Management, Social Development or a related field from an HEC recognized higher education institution.
- Minimum of Minimum of 3-5 years in management, donor/corporate relations, business development, or related field.

#### **Required Skills:**

- Punctual dependable, and dynamic.
- Ability to communicate information clearly and professionally in both verbal and written formats.
- Strong organizational and decision-making skills.
- Skilled at managing multiple tasks and projects efficiently to ensure timely completion.
- Demonstrable attention to detail and strong analytical skills.
- Strong understanding of MS Office, survey tools, and website content management systems.

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, 15th December 2025** mentioned in the subject line. Only shortlisted candidates will be invited for interviews.