


BUKC LIBRARY DEPARTMENT



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 **Bahria University**
Karachi Campus
Discovering Knowledge
SITUATION VACANT

Bahria University requires suitably qualified and experienced candidate for the post of **Assistant Manager-Community Support Program** at Bahria University Karachi Campus.

Requirements:

- 16 years of education or above.
- Minimum 3 years experience at university level having dealt with academic and student affairs or relevant experience in corporate sector in dealing matters related with CSP.
- Age: 25-36 years.

Responsibilities:

- To comply with CSP Policy at Campus Level and to ensure Smooth implementation of CSP activities with the support of departmental head.
- To engage students under different activities falling under domain of CSP, so that to encourage Bahria University students to work for NGO's Government/Semi Government agencies/International Organizations, University Administration for matters related to community welfare.
- To establish collaboration with external stakeholders like Nonprofit organizations/NGO's/corporate Sector under Corporate Social Responsibility domain/Government agencies, which can refer/recommend/accommodate BU students for Civic engagement/Social Services.
- Maintaining and updating of Campus website with latest club/societies activities/achievements related to CSP. Also utilize social media like Facebook, LinkedIn, twitter etc. for projection of student's activities/achievement.
- Coordination and collection of CSP reports and arranging their presentations and maintain record of CSP activities pertaining to each student separately.

Note:

1. Candidates having degrees from HEC recognized national / international universities are eligible to apply.
2. Please visit our website www.bahria.edu.pk/jobs to download the application form.
3. **Brief CVs alongwith application form (Hard Copy), are to reach HR Office by 20 March, 2018.**
4. Only short-listed candidates, meeting the requirements of the post shall be called for test/interview.
5. No TA/DA shall be admissible.

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