

## **JOB OPPORTUNITY**

### **FATIMA JINNAH MEDICAL UNIVERSITY, LAHORE**

Applications are invited from the suitable candidates possessing domicile of Punjab to fill University created posts for different departments of **ORIC**, Fatima Jinnah Medical University, Lahore under the following terms and conditions.

1. Recruitment under Contract Appointment Policy 2004 amended in 2022 will be followed for contract appointment for the period of three years.
2. Age, qualification and experience as per eligibility criteria.
3. No application through online received after due date will be entertained.
4. No T.A/D.A will be paid to candidates coming for test/ interview.
5. Short-listed candidates will be issued call letter for test / interview.
6. Number of posts may be increased/ decreased according to requirement.
7. Candidates if already doing Govt. / Semi Govt. job should submit their application through proper channel.
8. The vacancies will be filled purely on merit, under academic qualification, experience and progress in interview.
9. The applicants having foreign degree must have HEC equivalence certificate.
10. Incomplete application forms will not be entertained.
11. The candidates will apply through online <https://fjmu.edu.pk/jobs/>

Last date to receive the application is **15.02.2023**

### **Positions for Business Incubation Center (BIC)**

#### **Virtual University of Pakistan**

<b>Title</b>	<b>VU Pay Scale</b>	<b>Job Description</b>	<b>Eligibility Criteria</b>
Manager Communication and Marketing equivalent to PPS-7 (Salary @ Rs. 90,000/month)  Contract 1 year. Extendable to 2 year	J-I	<ul style="list-style-type: none"><li>• Assisting Director BIC in management of the BIC.</li><li>• Organization fund raising events.</li><li>• Implementation of rules and procedures for disbursement of funds and payback policies.</li><li>• Organization of business plan competitions.</li><li>• Providing assistance to preparing incubatees and progress reports.</li></ul>	<b>Qualification:</b> Master degree representing 16 years of Qualification (2 <sup>nd</sup> Division) in Business Administration/Management, preferably specialization in Marketing.  <b>Experience:</b> 04 years of post-qualification marketing experience in corporate sector/SMEs/Business Development/Start-Ups/ Financial Sector.

		<ul style="list-style-type: none"> <li>• Performance evaluation of incubatees.</li> <li>• Designing Research Projects for BIC.</li> <li>• Implementation of the Marketing Strategy with special emphasis on Digital Marketing.</li> <li>• Any other duties assigned by Director BIC from time to time.</li> </ul>	<p>Social media / E-marketing experience in business incubation/corporate sector will be preferred.</p> <p><b>Skills:</b> Excellent spoken, written, research and IT skills</p>
<p>Manager Business Development equivalent to PPS-7 (Salary @ Rs. 90,000/month)</p> <p>Contract 1 year. Extendable to 2 year</p>	J-I	<ul style="list-style-type: none"> <li>• Providing assistance to Director BIC in management of BIC.</li> <li>• Providing assistance to incubatees in preparation of progress report.</li> <li>• Providing assist to incubatees and preparation of progress reports.</li> <li>• Responsible for BIC operation.</li> <li>• Ensuring incubatee engagement with te training programme.</li> <li>• Implementation of Marketing Strategy of BIC.</li> <li>• assist incubatees in financial planning and reporting and evaluation of benefits and return on investment.</li> <li>• Assist incubatees in developing new business oppertunities through entrepreneur, commercial and/or knowledge exchanges.</li> <li>• Any other duties assigned by Director BIC from time to time.</li> </ul>	<p><b>Qualification:</b> Master degree representing 16 years of Qualification (2<sup>nd</sup> Division) in Business Administration/Management, preferably specialization in Entrepreneurship.</p> <p><b>Experience:</b> 04 years of post-qualification experience in corporate sector/SMEs/Business Development/Start-Ups/ Financial Sector. Experience to work in incubation center will be an added advantage.</p> <p><b>Skills:</b> Excellent spoken, written, research and IT skills</p>
<p>HR &amp; Finance Officer equivalent to PPS-6 (Salary @ Rs. 60,000/month)</p> <p>Contract 1 year. Extendable to 2 years</p>	J-III	<ul style="list-style-type: none"> <li>• Maintenance of BIC Accounting Records.</li> <li>• Coordination of all BIC purchases and procurements.</li> <li>• Maintenance of BIC Assets.</li> <li>• Any other duties assigned by Director BIC from time to time.</li> </ul>	<p><b>Qualification:</b> Master degree representing 16 years of Qualification (2<sup>nd</sup> Division) in Business Administration/Management, preferably specialization in HR or Finance.</p> <p><b>Experience:</b> 03 years of experience in corporate sector/academics.</p>

			<p><b>Skills:</b> Good spoken, written, research and IT skills</p>
<p>IT &amp; Administrative Officer equivalent to PPS-6 (Salary @ 60,000/month).  Contract 1 year. Extendable to 2 years</p>	J- III	<ul style="list-style-type: none"> <li>• Assistance to Director and other officers of BIC.</li> <li>• Assisting incubatee in IT and related matters.</li> <li>• Management of official documents for BIC.</li> <li>• Management of the IT facilities of BIC.</li> <li>• Familiarity with office environment.</li> <li>• Ability to manage office supplies stock and place orders.</li> <li>• experience in preparing reports /update databases/ social media pages.</li> <li>• Ability to handle all kinds of IT equipment.</li> <li>• Any other duties assigned by Director BIC from time to time.</li> </ul>	<p><b>Qualification:</b> Master degree representing 16 years of Qualification (2nd Division) in Business Administration/Management.</p> <p><b>Experience:</b> At least 03 years post qualification experience of record keeping, maintenance of accounts and compilation of reports. IT proficiency is mandatory.</p>