

Habib University Foundation

Job Description

Position Title	Centre Head IACT
Department	Management
Reporting Relationship	COO/CEO HUF

Scope of the Position

The position will be responsible for leading IACT in all related areas including but not limited to academics, programs and student affairs. The center head will also be responsible for heading the overall operations of the institution along with all relevant marketing and communications. The position will also be involved in identifying relevant local, national and international organizations and building relationships and partnerships with them for a variety institutional strategic objectives.

Summary of Key Functions

Key Responsibility & Duties :-

1. Academic Leadership

- Facilitating and designing appropriate courses under the five focused service areas for Skill building, English language, Career development, Personal development and Internship
- Designing admission policy and criteria for various courses.
- Developing and executing an effective Implementation framework for all programs with proper time and resource allocation and ongoing data management of attendance, assessment, reflections etc.
- Developing and implementing a proper framework for ensuring the quality of all the academic programs in terms of Students' learning, Faculty teaching, Course content and Resource quality

2. Programmatic Leadership

- Providing leadership and ensuring the development and implementation of various youth programs at iACT

3. Operations Leadership

- In collaboration with the iACT Administrative team, ensuring the effective management of iACT in terms of Security, Cleanliness, Maintenance, IT infrastructure, Data management, Procurement, Resource utilization and Event organization
- Providing financial leadership for budget development and its effective utilization for various iACT programs
- Dealing with the HR matters of iACT with the support from the Head office of Habib University Foundation in terms of staff leaves, appointments, resignations, performance management, conflicts, final settlements, professional development etc.
- Undertaking the ongoing performance assessment and appraisal of Academic coordinator and non-academic staff
- Developing plans and strategies for the appointment of required human resource at iACT for the implementation of various programs of iACT

3. Dealing with Students' Affairs

- Providing leadership to Students Affairs for designing and implementing plans for students' admission in various courses with proper timelines, tools, data management strategies and communication strategies
- Working closely with students' counselor to deal with ongoing issues and problems of students and to fulfill their needs and look into their concerns

4. **Communication and Marketing**

- Facilitating the marketing and networking team in
 - Developing monthly and quarterly reports to share with various stakeholders
 - Identifying the needs of various types of communication material required for a variety of purposes and getting them designed and printed with the support of RDN
 - Ensuring IACT social media objectives are met
 - Developing and implementing marketing plans for various IACT courses.

5. **Networking and Partnership**

- Identifying relevant local, national and international organizations and building relationships and partnerships with them for program development, certification /accreditation of iACT courses, internships for iACT students, job placement of iACT graduates and exchange of human resource

Required Qualification, Experience and Skills	
Qualification	<ul style="list-style-type: none">● Preferred Master's degree in Business Administration, Education or similar focus
Experience	<ul style="list-style-type: none">● 7+ years previous experience in senior management, related to project management for youth development and vocational education programs.● Previous people management experience specially experience of working on student/youth programs● Demonstrable experience of community programme management● Experience of promoting community engagement and involvement● Experience of planning and managing activity programmes and events
Essential Skills	<ul style="list-style-type: none">● Financial management – keeping budgets, managing expenses● Ability to create and maintain business networks/relationships● Office administration experience (IT literate, particularly MS Excel)● Analytical thinking● Previous people management experience● Effective leadership skills Ability to effectively lead and communicate with and for a small team● Strong initiative and imagination in redevelopment and creation of programming● Strong written and verbal communication skills● Ability to work independently as well as collaborate and contribute as an integral part of a team● Friendly, energetic, and welcoming nature● Working knowledge of current pedagogies and other education trends