



### Job Description

|                         |                                |
|-------------------------|--------------------------------|
| <b>Position Title</b>   | Assistant Manager, Travel Desk |
| <b>Department</b>       | Operations Department          |
| <b>Reporting To</b>     | Senior Manager, Operations     |
| <b>Date</b>             | June, 2017                     |
| <b>Type of Position</b> | Regular                        |

#### **POSITION DESCRIPTION**

The incumbent will be responsible for managing the visa requirements for staff, faculty, students, Board members and visitors of Habib University. S/he will also be responsible for maintaining all necessary records and paperwork for the same.

#### **DUTIES AND RESPONSIBILITIES**

- ✓ Arranging and managing visas for all staff, faculty, students, Board members and visitors of Habib University as per the University's approved policy for the same.
- ✓ Developing and maintaining relationships with visa consultants; officials from Board of Investment, Ministry of Interior, Intelligence Bureau, Military Intelligence, and Inter-Services Intelligence.
- ✓ Ensuring timely submission of visa-related payments into the online system; tracking approvals and disbursement accordingly.
- ✓ Facilitating new faculty and staff relocating to Karachi with visa queries and concerns.

#### **REQUIRED JOB SPECIFICATIONS**

|                               |                                                                                                                                                          |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Required Qualification</b> | <ul style="list-style-type: none"><li>✓ Preferably a Masters' degree</li><li>✓ Minimum Bachelors' degree</li></ul>                                       |
| <b>Required Experience</b>    | <ul style="list-style-type: none"><li>✓ 2-3 years of work experience in the Administration and/or Travel department, preferably handling visas</li></ul> |

#### **REQUIRED JOB COMPETENCIES (Technical and Soft Skills)**

| <i>S#</i> | <i>Competency</i>                         | <i>Criticality (High / Low / Medium)</i> |
|-----------|-------------------------------------------|------------------------------------------|
| 1.        | Communication skills (verbal and written) | High                                     |
| 2.        | Interpersonal skills                      | High                                     |
| 3.        | Mediation                                 | High                                     |
| 4.        | Decision-making                           | High                                     |
| 5.        | Organizational skills                     | High                                     |
| 6.        | Time management skills                    | High                                     |
| 7.        | Relationship building skills              | High                                     |