



JOB DESCRIPTION

Position Title	Program Manager, Electrical and Computer Engineering
Department	Electrical and Computer Engineering (ECE) Program, Office of Undergraduate Education
Reporting To	Program Director, ECE (functional line to the Assistant Director/Director, Undergraduate Education, for UGE-wide governance processes, standards, timelines, reporting formats, and institutional submissions)
Type of Position	Regular – Full time (non-faculty professional staff)

POSITION DESCRIPTION

The Program Manager is the senior operational lead of the ECE Program Office. The role carries the administrative and day-to-day operations of the program, and is the program's point of contact with the central Office of Undergraduate Education, the other offices of Academic Affairs, and the wider University. The Program Manager supervises Program Coordinator(s) and academic/technical support staff, as resourced, and discharges four lines of work:

- Operate the program: carry the administrative operations of the ECE program accurately, on time, and with a service-oriented disposition toward students and faculty.
- Coordinate across the institution: serve as the reliable interface between the program and every office whose work touches it, arranging the participation of the Program Director and program faculty wherever required.
- Protect faculty time: reduce administrative burden on the Program Director and faculty by standardizing routine processes and anticipating what each governance cycle will require.
- Hold the accreditation evidence base: maintain the ECE program in a permanently audit-ready state against the PEC accreditation criteria, so that re-accreditation is a matter of assembling what already exists rather than reconstructing it.

DUTIES AND RESPONSIBILITIES

PEC Level-II Accreditation and Outcome-Based Education

1. Working to the standards, templates, and timelines set by the Quality Enhancement Cell (QEC), and under the direction of the Program Director, maintain the ECE evidence base against PEC accreditation criteria on a continuous basis.
2. Own the course-file system: opened at the start of every term, checked for completeness against the PEC schedule at the close of every term, and archived so that any file from any term in the accreditation cycle can be produced on request.
3. Administer the outcome-based assessment cycle operationally — collect CLO attainment data from every section, compute PLO attainment for each graduating batch against the declared threshold, and present the results to the Program Director and the Program Board of Studies in a form they can act on.
4. Maintain the CLO–PLO mapping matrix, the PLO–Graduate Attribute mapping, and the WK1–WK8 knowledge profile mapping, and reconcile all three after every approved curricular change.
5. Hold the rubrics repository and the assessment record for the Final Year Design Project, supervised internships, open-ended laboratories, and complex engineering problems and activities.
6. Document all three continuous quality improvement loops end to end: the data, the forum that read it, the decision taken, the action implemented, and the verification that it worked.
7. Assemble the Program's Self-Assessment Report under the Program Director within the timelines and institutional structures set by QEC; prepare the exhibit room against the full documentary schedule; coordinate visit logistics, laboratory readiness, and stakeholder meetings with faculty, students, alumni, and employers; and assemble the rejoinder pack within the stipulated period.
8. Maintain the compliance record against every observation, deficiency, weakness, and concern from the previous visit, and the evidence of what was done about each.

Program Administration and Operations

9. Maintain program records, files, and version-controlled documentation, ensuring accuracy, completeness, and ready retrieval.
10. Coordinate adjunct scheduling, room and slot allocation, and section planning with Academic Planning and Governance and the Office of Academic Systems and Registrar, resolving routine logistics before they reach the Program Director.
11. Administer program communications: notices, calendars, distribution lists, and student and faculty correspondence on program matters.

12. Coordinate program events and logistics, including the Final Year Project showcase, student townhalls, the program's Zero Week activities, convocation preparation, and program awards.
13. Supervise the Program Coordinator(s) and academic and technical support staff; contribute to their work planning and performance appraisal under the Program Director.
14. Prepare program budget inputs and track expenditure against them with Academic Operations.

Curriculum and Governance Support

15. Provide secretariat management to the Program Board of Studies and its committees: scheduling meetings, recording decisions, and tracking action items so that recommendations are properly documented and routed.
16. Assist the Program Director and faculty in preparing curriculum documentation, program grids, and course-offering plans.
17. Ensure that program submissions are complete, evidence-based, correctly formatted, and properly routed before they leave the program, and that they meet the deadlines of the academic planning calendar for the Board of Faculty and the Academic Council.
18. Maintain the master record of curricular change and reconcile the accreditation mappings against it, so that the dossier, the grid, and the PEC evidence base never diverge.

Coordination within Undergraduate Education

19. Academic Planning and Governance: work to the academic planning calendar issued by Academic Planning and Governance and meet its submission deadlines.
20. Office of Teaching and Learning: coordinate evaluation logistics, peer-review scheduling, syllabus-template compliance, and the collection of pedagogical development records.
21. Quality Enhancement Cell: work to the standards, templates, and review cycles set centrally for national regulatory compliance, self-assessment reports, and course-file maintenance.
22. Participate in the regular coordination meetings convened by the Assistant Director/Director, Undergraduate Education for Program Officers, Coordinators, and Managers, and adopt the standardized processes agreed there.

Coordination across Academic Affairs and the University

23. Academic Systems and Registrar: scheduling, enrollment support, degree-audit inputs, examination logistics, invigilation support, and graduation tracking.
24. Academic Operations and Faculty Affairs: onboarding logistics, leave and workload records, and documentation supporting hiring, probation, promotion, and performance review led by the Program Director.
25. Research, Industry Engagement and Applied Learning: internship and applied-learning coordination, undergraduate-research logistics, and industry-partnership administration — all of which carry directly into the accreditation evidence base.
26. Student Affairs: coordination for Zero Week, First Year Experience activities, program-specific student sessions, the Program Director's townhalls, cohort events, and referral into career curation and graduate school counseling.
27. Serve as the program's liaison with Admissions, Strategic Advancement, Marketing and Communications, Finance, and other offices, arranging the participation of the Program Director or program faculty wherever needed for recruitment campaigns, ceremonial events, and institutional projects.

Student Success, Data, and Reporting

28. Track progression, retention, graduation-on-track status, backlog and repeat cohorts, and DFW concentration, on data supplied by the Registrar and Institutional Research, and put it in front of the Program Board of Studies in time for the academic remedy to matter.
29. Maintain graduate-outcome and alumni-destination records, which serve both student-success reporting and PEO attainment evidence.
30. Standardize and document routine processes to reduce administrative burden on faculty, and flag emerging risks — approval delays, bottlenecks, workload pressure — to the Program Director and, where appropriate, to the Assistant Director/Director, Undergraduate Education.

Industry and Community Engagement

31. Administer the program's Industrial Engagement: convening, papers, minutes, and the tracking of actions arising, so that industry input is demonstrably routed into curriculum deliberation rather than merely received.
32. Build and sustain the placement, sponsorship, and site-visit relationships on which supervised internships, industry-sponsored final-year projects, and applied-learning courses depend, in coordination

with the Office of Industry Engagement and Applied Learning.

33. Support the program's outreach at recruitment events, Open Days, and school engagement, and support benchmarking work against strong comparable engineering programs regionally and internationally, as directed by the Program Director.

34. Any other task assigned by the supervisor from time to time.

REQUIRED JOB SPECIFICATIONS

Required Qualification	- Bachelor's degree in engineering, preferably electrical, computer, or a closely related discipline. - Master's degree is preferred. - Registration with the Pakistan Engineering Council (PEC) is preferred.
Required Experience	- At least five years of experience in the administration or coordination of a university program in engineering, science, or technology. - Direct experience of a PEC accreditation or re-accreditation cycle, including Self-Assessment Report preparation and an on-site visit, is preferred. - Experience of committee secretariat work in an academic governance setting is preferred. - Experience of industry liaison, internship placement, or applied-learning coordination in an engineering context is preferred.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1	Outcome-Based Education (OBE)	High
2	PEC Accreditation and Quality Assurance	High
3	Documentation and Record Management	High
4	Data Handling and Analytical Reporting	High
5	Written and Verbal Communication	High
6	Stakeholder Coordination	High
7	Committee Secretariat Support	Medium
8	Team Supervision	Medium
9	Attention to Details	High