



*Shaheed Zulfiqar Ali Bhutto Institute of Science & Technology
Larkana Campus*

JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE: External Relations & Financial Assistance Officer	DEPARTMENT: External Relations & Financial Assistance
POSITION REPORTS TO: Head of Campus, Larkana	
POSITION IS REPORTED BY: N/A	
MAJOR JOB RESPONSIBILITIES	
<p>1. Provision of SZABIST Need-Based Scholarships to students;</p> <ul style="list-style-type: none">a) Soliciting, processing and short listing of application forms, and preparing pre-interview evaluation sheets.b) Pre-screen students on basis need assessment.c) Coordinating with nominated scholarship committee membersd) Organizing interview sessions, and assist with telephonic physical verification of students.e) Inform students, manage grievances, and provide guidelines for other scholarships. <p>2. Facilitates provision of External-Donor Funded Scholarships;</p> <ul style="list-style-type: none">a) Manage the scholarship process by undertaking the following tasks;<ul style="list-style-type: none">i. Solicit, process, and shortlist application forms,ii. Prepare data and score sheetsiii. Organize and participate in interview session, where advised.iv. Finalize interview scoresv. Prepare recommendation sheetsb) Prepare academic performance report of scholars, invoices for tuition fees, and provision of pertinent information.c) Process scholarship funds as per the scholarship disbursement plan and student academic performance.d) Report utilization/ disbursement of scholarship fundse) Undertake physical verification exercises for assessing the authenticity of the information provided by the students in the application forms.f) Provide required information and participate in meetings organized with/by External-donor agencies. <p>3. Monitoring and evaluation visits of the external-donor agencies.</p> <ul style="list-style-type: none">a) Prepare presentation/ report for the meetingb) As a follow-up of the meeting, provide required documents/reports/information. <p>4. Monitoring the disbursement of scholarship funds.</p> <ul style="list-style-type: none">a) Seek disbursement status, and prepare log of such disbursements.b) Prepare reports on scholarship status of each campus.	



5. Maintains External Relations of SZABIST;

- a) Arrange the participation of faculty/staff members in seminars/conferences conducted by the above-mentioned associations.
- b) Assist in analyzing, and preparing feasibility reports for collaborations and signing of MoUs.
- c) Facilitate requests of having presentations/seminars of external stakeholders in SZABIST.
- d) Actively Manage SZABIST ERFA Facebook page.
- e) Any other task/responsibility assigned by senior management.

PERSON SPECIFICATION

(1) Academic Qualification Required

Bachelor`s Degree or equivalent

(2) Specific Job-related Skills Required

- I. Communication, Interpersonal & Counseling Skills
- II. Problem-solving & Decision-making Skills
- III. Ability to Plan and Organize the Work

(3) Specific Job-related Traits & Behaviors Required

- I. Attendance & Punctuality
- II. Integrity
- III. Cooperativeness & Coordination
- IV. Policy and Procedure Compliance
- V. Discipline & Professional Appearance

(4) Experience Required

At least 01 year of experience in the relevant field.