



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

**JOB DESCRIPTION & PERSON SPECIFICATION**

<b>JOB TITLE:</b> Executive Development Officer	<b>DEPARTMENT:</b> Executive Development Centre
<b>POSITION REPORTS TO:</b> Head of Campus, Larkana	
<b>POSITION IS REPORTED BY:</b> N/A	
<b>MAJOR JOB RESPONSIBILITIES</b>	
<p>1. Job Placements and Internships:</p> <ul style="list-style-type: none"><li>• Maximizes placement opportunities for SZABIST graduates including management trainee programs, internships and other miscellaneous jobs. Strategizes for marketing and improves employability potential of the SZABIST Larkana's graduates.</li><li>• Overall responsibility for timely dissemination of placement related information to the students.</li></ul> <p>2. Corporate and HR Networking, including:</p> <ul style="list-style-type: none"><li>• Organizational Visits;</li><li>• Relationship building and expanding contacts with the MNCs as well as local organizations encouraging them to conduct recruitment drives and various other on-campus activities.</li></ul> <p>3. Alumni Engagement:</p> <ul style="list-style-type: none"><li>• Ensuring updated alumni database.</li><li>• Organizing Alumni reunions.</li><li>• Look after SZABIST Alumni Global Association (SAGA) - Larkana Campus.</li></ul> <p>4. Reporting and Research:</p> <ul style="list-style-type: none"><li>• Monthly reports of EDC activities (internships, placements, recruitment drives, alumni engagements).</li><li>• Collection of employer feedback and assessment of demand in the market.</li><li>• Collection of alumni feedback.</li><li>• Custodian of all EDC data and ensures compilation and analysis of the same for management information.</li></ul> <p>5. Events:</p> <ul style="list-style-type: none"><li>➤ Oversees<ul style="list-style-type: none"><li>• Job Fair</li><li>• Corporate Finesse Workshops</li><li>• Mock Interviews</li><li>• Ambassador shows</li><li>• Placement and Internship Drives</li><li>• Alumni Reunion</li><li>• Convocation</li></ul></li></ul>	



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- Develops an EDC calendar
- 6. Communications and Marketing:
  - Organizes & Oversees Graduating Dinner.
  - Contribute to the SZABIST Annual Report and other SZABIST corporate communications.
  - Ensures proper EDC branding and promotion using multiple media platforms.
  - Help design EDC giveaways for alumni and corporates.
- 7. Responsible for managing all EDC events.
- 8. Any other task assigned by Head of Campus.

**PERSON SPECIFICATION**

**(1) Academic Qualification Required**

At least Bachelor's (16 Years) 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.