

Assistant Manager

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Company: Riphah University

Location: Rawalpindi Cantonment

Category: other-general

Assistant Manager Riphah University, Pakistan

1. Manage and coordinate MHPE event planning and execution of faculty development workshop /courses/ symposium/ conferences (ICME) organized by IIMC
2. Coordination of Medical Education core project's committee meetings (Faculty development, program evaluation, Curriculum, Research and e. learning committee) and writing drafts of minutes of meetings.
3. Understand the policies & procedure of HEC, PSF or other extramural granting agencies
4. Coordinate activities related to curriculum designing / program evaluation/ of under graduate and post graduate Medical Education for IIMC faculty
5. Maintain archives of all faculty development events supported or organize by IIMC
6. Prepare report of the events
7. Work as a team member to organize ICME
8. To provide cover in lieu of absence of colleague
9. Any other task assign by the heads

Job Specification Requirements:

- a) Minimum Age 25 years
- b) Minimum Formal Qualification / Education MBA /Master in Computer sciences or Statistics/BBA/Bachelors in education or any sciences
- c) Minimum job related experience required Three years
- d) Any specific job related skills required (e.g., technical skills, communication skills, inter-relationship skills, computer skills, etc.)

Excellent communication and interpersonal skills. Ability to deal with people from diverse background especially bodies like HEC, granting agencies and university faculty. Excellent computer skills including office word and excel and electronic mail. Skills in SPSS, N vivo and CMS use

e) Knowledge Administrative & Operational Information Technology and Services - Rawalpindi, Pakistan

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