



Mehran University of Engineering & Technology (MUET), Jamshoro, is a renowned educational institution committed to fostering innovation and entrepreneurship. To achieve this vision, the applications are invited for the following position, from qualified and talented professionals to join our dynamic team and contribute to the success of **Business Incubation Center under HEC-funded project titled "Establishment of Business Incubation Center (BIC)"** to support startups and promote a culture of innovation within the region. *Position is purely on temporary, contractual and project basis for one year, extendable on satisfactory performance till the completion of project.*

**1. Position : Business Development Officer**

**Salary : Rs. 95,000/ Fixed**

**Position Available: 01.**

**KEY RESPONSIBILITIES:**

- Assisting entrepreneurs/Startups in refining their ideas and developing comprehensive business plans and growth strategies.
- Conducting research to identify market opportunities, funding sources, and avenues of support for entrepreneurs/Startups, including market analysis, fundraising, and investor pitching.
- Developing tools and systems to provide ongoing support to entrepreneurs/Startups at various stages of their development.
- Helping entrepreneurs/Startups connect with potential partners and customers to foster business growth.
- Facilitating effective communication between entrepreneurs and their business partners to ensure smooth collaboration.
- Supporting the training and education of entrepreneurs to enhance their skills and capabilities.
- Identifying and capitalizing on partnership and growth opportunities to drive business success.
- Evaluating and implementing new concepts and technologies to accelerate business development processes.
- Analyzing data and trends to identify areas for improving business performance.
- Monitoring and providing support to companies throughout their development lifecycle.
- Identifying and scouting potential startups through business plan competitions, call for proposals (CFPs), and networking events.
- Developing marketing strategies and promotional materials to boost the visibility and reputation of the BIC in the entrepreneurial ecosystem.
- Organizing workshops, seminars, and networking events to facilitate knowledge sharing, skills development, and collaboration among incubates and stakeholders.
- Monitoring and evaluating the progress of incubates, addressing challenges, and offering timely assistance and guidance.
- Collaborating with the Manager and team members to develop and execute strategies for achieving key performance indicators (KPIs) and objectives.
- Contributing to the continuous improvement of BIC processes, policies, and services based on feedback and industry best practices.

### **QUALIFICATIONS:**

- 1<sup>st</sup> class Bachelor's degree in Business Administration / Public Administration / Commerce / Bus. Analytics / Marketing, Management / Entrepreneurship, Engineering, or a related field.
- Minimum of 01-year experience in business development, sales, marketing, or startup ecosystem development.
- Strong networking and relationship-building skills, with the ability to engage and influence a diverse range of stakeholders.
- Excellent communication, presentation, and negotiation skills, with the ability to articulate complex ideas and concepts effectively.
- Entrepreneurial mindset with a passion for innovation, creativity, problem solving.
- Ability to work independently and as part of a team, with a high level of initiative and self-motivation.
- Familiarity with business incubation principles, startup funding mechanisms, and industry trends.
- Proficiency in Microsoft Office Suite and other relevant software applications.

**Last date for submission of application forms is 13-01-2025.**

### **OTHER TERMS & CONDITIONS:**

- Candidates employed in Government, Semi-Government, Autonomous, or Semi-Autonomous bodies must apply through proper channel with Departmental Permission (NOC). No application will be entertained without the NOC.
- Only shortlisted candidates will be called for written tests / interviews.
- The university reserves the right to cancel any advertised post(s), either wholly or in part.
- Incomplete applications will not be entertained.
- No academic or experience certificates will be accepted after the closing date.
- Canvassing in any form will disqualify the candidate.
- No travel allowance or daily allowance will be paid for appearing in written tests or interviews.
- The relevant basic degree must be registered with relevant body and recognized with HEC.
- No 3<sup>rd</sup> division in whole academic career.

### **APPLICATION PROCEDURE:**

- Online application can be filled at website: <http://recruitment.muett.edu.pk> and submitted online, **the copy of same be downloaded and hard copy be forwarded to Director Human Resources, MUET Jamshoro** with the inclusion of a Pay Order/Bank Draft **Rs. 1500/=** in Favor of the Director Finance, MUET, Jamshoro.
- The application hard copy must coupled with detailed CV, attested photocopies of all educational / experience certificates, (Domicile, PRC, and CNIC), Matriculation Pakka Certificate, and valid PEC Registration Certificate be submitted, **To the Director Human Resources, MUET Jamshoro,** through Courier / Post, on or before the closing date, i.e. **13<sup>th</sup> January, 2025.** No by hand application will be entertained.

- No further any sort of communication after form submission will be made after the due date.
- The name of the applied post should be clearly mentioned on the top right of the envelope.
- Applications on plain paper and/or CVs will not be entertained.

**Further information can be obtained from:**

**Email: [info.hr@admin.muet.edu.pk](mailto:info.hr@admin.muet.edu.pk)**



**DIRECTOR**

Human Resources  
MUET, Jamshoro.