



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 invites 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: DIRECTOR

Salary: Rs. 135,000/ Fixed

Position Available: 01.

KEY RESPONSIBILITIES:

- Establish the Incubation Center: Design and develop operational framework necessary for the incubation center to function effectively.
- Policy Implementation: Ensure adherence to the business incubation centers' policies formulated by the Higher Education Commission of Pakistan.
- Program Development: Create and implement programs that support the growth and development of startups, including mentorship, workshops, and resource allocation.
- Stakeholder Engagement: Liaise with internal and external stakeholders, including university management, government bodies, industry experts, and investors to build a supportive ecosystem for the incubation center.
- Team Management: Recruit, train, and manage a team dedicated to the operations, marketing, and support of the incubation center.
- Monitoring and Evaluation: Regularly assess the performance of the incubation center against the KPIs set by the Higher Education Commission and adjust strategies as necessary to improve outcomes.
- Financial Oversight: Manage the budget of incubation center, efficient use of resources and securing additional funding from various sources to support incubate projects.

REPORTING:

- Monthly / quarterly and annually reporting on progress to the university administration and the Higher Education Commission.

QUALIFICATIONS:

- Master's degree in Business Administration /Public Administration/ Business Analytics/Management/ Innovation Management / Entrepreneurship or a closely related field.
- Minimum of 5 years of experience in a leadership role within an incubator, accelerator, business startup or a similar entrepreneurial support role.
- Strong linkages / connections with business incubation, trade & industry professionals across Pakistan.
- Demonstrated ability to implement strategic plans and manage large projects.
- Skilled in preparation of business plans proposals.
- Strong understanding of the Business startup ecosystem, Business incubation and business development processes.
- Strong business acumen, excellent communication, interpersonal, analytical and problem solving skills, with an ability to engage effectively with various stakeholders.
- Proven track record of achieving results in a dynamic and complex environment.

PREFERRED:

- Experience in securing funding and managing budgets.
- Prior experience working with government bodies or educational institutions and business development initiatives.

Last date for submission of application forms is 26th May, 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 advertised post.
- 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 TA / DA will be paid for appearing in written tests or interviews.
- The relevant basic degree must be registered and recognized with PEC/HEC.

APPLICATION PROCEDURE:

- Online application can be filled at website: **<http://recruitment.muet.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 Bank Challan / Pay Order/Bank Draft **Rs. 2500/=** in Favor of the Director Finance, MUET, Jamshoro.
- The application hard copy with Bank Challan must have coupled with detailed CV, attested copies of all Documents from SSC to onwards, CNIC, Domicile, Experience Certificates, valid PEC Registration Certificate and Departmental NOC be submitted, to the **Director Human Resources, MUET Jamshoro**, through Courier / Post, on or before the closing date, i.e. **26th May, 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

Telephone: +92 22 2772250-73 Ext. 7706



DIRECTOR
Human Resources
MUET, Jamshoro