


	INSTITUTE OF BUSINESS ADMINISTRATION		<i>Page :</i> 1 of 3
	JOB DESCRIPTION		<i>Date Effective</i>
			<i>Approved By</i>
<i>DIVISION</i> Executive MBA	<i>SECTION</i> Management	<i>POSITION</i> Program Executive	
1. DEFINITION AND PURPOSE OF POSITION			
<p>The Program Executive EMBA will be responsible to manage the assigned segment of the Executive MBA program of IBA that includes the planning and execution of multi dimensional duties and assignments as admissible or to be admissible to the position. The incumbent assesses and manages the program in an increasingly complex business world. The high profile of IBA, its faculty, program participants and guests makes effective managing a critical aspect of all routine and special matters at the Institute. In view of continuing interfaces with colleagues, visitors, and suppliers, the incumbent needs to possess versatile skills in people handling, inter-personal communication, grievance handling, and ability to “keep the ball rolling” without compromising on IBA standards, values & practices</p>			
2. NATURE AND SCOPE			
2.1	Reports to:	Program Director, EMBA	
2.2	Supervises:	Program Assistant	
2.3	Dimensions of the Position:	The incumbent is responsible for program marketing and management at the Main and City Campuses, and at venues for tests and special events organized by the Institute or participants	
2.4	Membership in Committees:	The incumbent will be part of internal Management Team.	

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2. NATURE AND SCOPE			
<p>2.5 Key Interactions:</p> <p><i>External:</i></p> <ul style="list-style-type: none"> • Corporate/ Banking & Financial Services/ Public Sector entities • Existing and potential participants of the program • Faculty existing and potential • Heads of HR and Training in target organizations • Vendors of different services, supplies and equipments. <p><i>Internal:</i></p> <ul style="list-style-type: none"> • Associate Deans and Program Director MBA for support • Chairpersons for the selection of faculty and course outline • Registrar for the effective administrative support • Finance for all revenue and expenses related issues • Library Head and staff • Manger Communication • Maintenance Manager • Head of Testing Services • Head and staff of ICT <p>2.6 Key Performance Indicators:</p> <ul style="list-style-type: none"> • Incidence of managerial lapses, number of complaints • Optimization of resources and costs of managing EMBA • Time and schedule management • Positive feedback from program participants, • Farsightedness, proactive, problem solver • Budgetary performance 			

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3. FUNCTIONS OF THE POSITION			
<p>3.1 Principal Functions:</p> <ol style="list-style-type: none"> .1 Perform all marketing, managing functions of assigned segment of EMBA program .2 Assist Director EMBA Program in performance of his duties .3 Carryout periodic assessments of the assigned domain; program structure, curriculum, faculty, participants and ensure effective conduct of the learning process. .4. Prepare evaluation and assessment reports for the ongoing activities .5 Carryout rounds during the learning sessions to observe and report any weaknesses .6 Maintain discipline at the Campuses through monitoring of activities and taking appropriate action as may be desired .7 Obtain familiarity with IBA rules, guidelines to facilitate the process .8 Promote courtesy by all EMBA personnel in performance of their assigned functions .9. Keep abreast of and enquire into instances of reported problems, issues 10. Co-ordinate with internal and external stakeholders 			
4. Requirement			
<ol style="list-style-type: none"> 1. Graduate preferably an MBA 2. 1 – 3 years experience in related field 3. Good command in using MS-Office 4. Willing to perform all program marketing and managing functions 5. Excellent oral and written communication skills both in English & Urdu. 			