

American Institute of Pakistan Studies

*AIPS-US Office
Madison, Wisconsin*

*AIPS-Pakistan Office
Islamabad, Pakistan*



Vacancy Description: *AIPS-Pakistan Director*

The American Institute of Pakistan Studies (AIPS), established in 1973, is a bi-national research and education organization with a mission to promote academic study of Pakistan in the U.S. and to encourage scholarly exchange between the U.S. and Pakistan. It is a 501(c)(3) tax-exempt, autonomous organization and a member of the [Council of American Overseas Research Centers](#).

This position provides leadership, oversight, and management of AIPS's overseas office(s) in Pakistan in alignment with its mission, governance (President, Officers, Executive Committee), and U.S. Director. It directs administrative oversight and academic curriculum development to ensure optimal integration of the institute's activities for Pakistan-based participants and its U.S.-based members and governance. It also ensures that resource allocation aligns with AIPS's mission and the primary objectives of its programs. The position involves managing a team of professionals who support the institute per its by-laws.

Requisite Education: M.A./Ph.D. in Area/Pakistan Studies or related humanities and social science fields; permission(s) to work and live in Pakistan.

Preferred experience: Directing, managing, or coordinating non-profit, academic, or government programming; fiscal management supervision; and grant writing.

Job Responsibilities

- Exercise supervisory authority—including hiring, transferring, suspending, promoting, managing conduct and performance, discharging, assigning, rewarding, disciplining, and approving hours worked—over AIPS's staff in Pakistan.
- Execute (i.e., planning, coordinating, and oversight) AIPS activities in Pakistan.
- Supervise the AIPS's Pakistan-based financial activities in coordination with the U.S. Director and the institute's Pakistan-based accountant.
- Adhere to all AIPS policies and procedures.
- Execute the institute's programming independently following input and direction from AIPS's governance (President, Officers, Executive Committee, etc.) and its U.S. Director.
- Develop annual budgets and grant budgets.
- Develop and write grant proposals in consultation with AIPS governance and U.S. Director.
- Collaborate actively with AIPS governance and its members to develop academic programming and scholarly exchanges.

- Direct the implementation and creation of a curricular structure that includes operational and logistical arrangements in Pakistan.
- Formulate program strategies and goals, direct long-term planning, develop policies and procedures, and establish and maintain new and emerging AIPS programming.
- Evaluate operations and outcomes to ensure alignment with AIPS's organizational goals.
- Serve as the principal liaison between AIPS and the Government of Pakistan, as needed, the institute's U.S.-based leadership, and higher education institutions in Pakistan.
- Negotiate contracts on behalf of AIPS in consultation with its governance (President, Officers, Executive Committee, etc.) and U.S. Director

Compensation is commensurate with experience.

Application Requirements:

- CV
- Letter of interest
- List of 3 references with contact details

Send inquiries and application materials (combined into one document) to aips@pakistanstudies-aips.org

Closing date: Open until filled.