



NATIONAL UNIVERSITY OF MODERN LANGUAGES
SECTOR H-9, ISLAMABAD

JOB OPPORTUNITIES

Intern Required at B ICON

Eligibility:

NUML Alumni only

Qualification:

Master / Bachelor Degree

KSA required:

- Basic knowledge of working dynamics about different faculties and departments at NUML
- MS Office proficiency
- English language proficiency (especially Writing)
- Organize and plan work (observed at work)
- Analyze situations, programs and problems
- Communicate orally and in writing in English language
- Team Building ability through engaging multiple stakeholders especially students and faculty members
- Proactive — takes initiative to get things done without prompting
- Copes well in stressful environments — handles complex tasks
- Reliability — assigned work is completed ahead of schedule and the quality of work is exceptional
- Multiple work assignments — capable of successfully handling various and sundry tasks

No. of Positions	Duties & Responsibilities	Timings	Stipend
1	1. Assistance to BDO in managing NUML Career Development & Placement Service 2. Assistance to BDO in managing NUML Alumni Club 3. Any other task given by B ICON team	09:00am- 05:00pm	PKR. 10,000

Interested candidates are requested to send their CVs at aathaar@bicon.numl.edu.pk before May 15, 2019.

Director Administration
Tel: 051-9265075