NATIONAL UNIVERSITY OF MODERN LANGUAGES
SECTOR H-9, ISLAMABAD

JOB OPPORTUNITY

Post:
- **Intern (BICON)**

Eligibility:
- NUML Alumni only

Qualification:
- Master / Bachelor Degree of Business Administration

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
2	1. Assistance to BDO in managing NUML Career Development & Placement Service 2. Assistance to BDO at Training & Workshops Event Management at Professional Development Center 3. Assistance to BDO in managing NUML Alumni Club 4. Assistance to Manager Incubation in managing activities of incubation 5. Any other task given by BICON team	09:00am- 05:00pm	PKR. 10,000

Conditions:
- Applicants required to submit application alongwith detailed CV till **02-01-2020** to the Administration Branch, H-9, NUML, Islamabad and email at ncdps@bicon.numl.edu.pk
- Job Application Form can be downloaded from https://numl.edu.pk/jobs/all
- Applications that are incomplete (in any case) or received after due date shall not be entertained by any means.
- Decision of the University shall remain binding in all cases.

Director Administration
Tel: 051-9265075