



NATIONAL UNIVERSITY OF MODERN LANGUAGES
SECTOR H-9, ISLAMABAD

JOB OPPORTUNITY

National University of Modern Languages, Islamabad requires the services of following on contract basis:-

Position	Qualification / Experience Required
Director Human Resource (Equivalent BPS-19/20)	Master's degree with atleast 13/15 years of HR/ administrative experience in a university or other government/ educational institutions in BPS-17 and above. The incumbent should have:- <ul style="list-style-type: none">• Experience of recruitment, managing general HR operations such as employees services & relations, time management, leaves and other HR related affairs.• Knowledge of Federal Govt basic laws/rules of hiring, promotions, terminations and other employee related regulations.• Retired Colonel/ Brigadier from Armed Forces with HR/ administrative experience may also apply.

CONDITIONS:

1. Applicants required to submit application alongwith detailed CV/ attested copies of academic Degrees/Certificates, Experience Certificates, Domicile, N.I.C till **11-09-2020** to the Administration Branch, Sector H-9, NUML Islamabad.
2. Job application form can be downloaded from <https://numl.edu.pk/jobs/all>
3. Incomplete applications or received after due date shall not be entertained by any means.
4. Only short-listed candidates will be considered/ called for interview.
5. Decision of the University shall remain binding in all cases. No TA/DA is admissible.

Director Administration
Tele: 051-9265075