



**NATIONAL UNIVERSITY OF MODERN LANGUAGES
SECTOR H-9, ISLAMABAD**

JOB OPPORTUNITIES

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

Position	Minimum Qualification and Experience
Director Human Resources (on contract)	Master's degree with atleast 13/17 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 employee's 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 Brigadier/ Colonel from Armed Forces with HR/ administrative experience may also apply.

CONDITIONS

1. Interested candidates may apply on prescribed application form alongwith detailed CV and attested photocopies of all educational documents, professional experience certificates, copy of CNIC, two recent photograph should be submitted with application. Application complete in all respect should be sent through courier to HR Branch, Sector H-9, NUML Islamabad.
2. Job Application Form can be downloaded from <https://numl.edu.pk/jobs/all>
3. **The last date of submission of application is 28-07-2021.**
4. Incomplete applications or applications submitted by hand/email or received after due date shall not be entertained.
5. Decision of the University shall remain final in all cases

**Director HR
Tele: 051-9265100 Ext-2303**