



**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:-

<b>Position</b>	<b>Minimum Qualification and Experience</b>
<b>Director Human Resources</b> (on contract) (Equivalent BPS-19/20)	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"><li>• Experience of recruitment, managing general HR operations such as employee's services &amp; relations, time management, leaves and other HR related affairs.</li><li>• Knowledge of Federal Govt basic laws/rules of hiring, promotions, terminations and other employee related regulations.</li><li>• Retired Colonel/ Brigadier from Armed Forces with HR/ administrative experience may also apply.</li></ul>
<b>Principal Staff Officer to Rector</b> (on contract) (Equivalent BPS-19)	Master's Degree preferably MBA with more than 13 years experience. Working with senior level/grade 20 and above officer for 2-3 years in a similar role. Those who have experience in a similar role in an academic environment will be preferred. Proficient in Microsoft office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media web platforms. <ul style="list-style-type: none"><li>• Manage all administrative affairs for the office of the Rector</li><li>• Plans, coordinates and ensure the Rector's schedule is followed and respected.</li><li>• Communicates directly, and on behalf of the Rector, with other Regional Campuses, Faculties and staff, and others, on matters related to Rector's programmatic initiatives.</li><li>• Successfully completes critical aspects of deliverables with a hands-on approach, including drafting and acknowledgment letters, personal correspondence, and other tasks that facilitates the Rector's ability to affectively lead the institution.</li><li>• Retired Lt. Colonel/ Colonel from Armed Forces may also apply.</li></ul>

**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 13-01-2022.**
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**