



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

**JOB OPPORTUNITIES**

Applications are invited from Pakistani Nationals for the following post on Contract basis in this University: -

<b>Post</b>	<b>Qualification/Experience Required</b>
<b>Assistant Director HR (on contract)</b>	MBA/16 Years of Education with 5 years experience in BPS-16 or equivalent in public or private sector organizations. Preference will be given to:- <ul style="list-style-type: none"><li>• Experience of Recruitment, managing routine operations in University/ Education Institution.</li><li>• Knowledge of Federal Government Basic Laws and Rules concerning Hiring, Promotions and relevant issues.</li><li>• Proficiency in computer handling and drafting.</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 and two recent photographs 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 10-08-2022.**
4. Incomplete applications or applications submitted by hand/email or received after due date will not be entertained.
5. Decision of the University shall remain final in all cases and only Shortlisted candidates will be called for test/interviews.
6. No TA/DA is admissible.

**Director HR**  
**Tele: 051-9265100 Ext-2312**