



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

**JOB OPPORTUNITIES**

Applications are invited from Pakistani Nationals for the following post on **Contract Basis** for **NUML Main Campus Islamabad.**

<b>Post</b>	<b>Qualification/Experience Required</b>
<b>Director Administration</b>	<p>Minimum 16 years of education / MBA from HEC recognized University.</p> <ul style="list-style-type: none"><li>• Minimum 17 years of administrative experience in public or private sector organizations in BPS-17 and Above / Equivalent</li><li>• Retired Armed Forces Personnel (Brig) with requisite experience may also apply</li><li>• Experience of having Senior Administrative position in University / Educational Institutions will be preferred</li><li>• Proficiency in computer handling</li></ul>

**CONDITIONS**

1. Interested candidates may apply on prescribed application form alongwith detailed CV, attested photocopies of all educational documents, professional experience certificates, copy of CNIC and two recent photographs. Application complete in all respects 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 04-09-2023.**
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-2318**