



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

**JOB OPPORTUNITIES**

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

<b>Position</b>	<b>Minimum Qualification and Experience</b>
<b>Program Producer</b>	<ul style="list-style-type: none"><li>• Masters/ BS (4 year) or 16 years of equivalent qualification in Mass Communication/ Media Studies/ Media Production.</li><li>• 5 Years of Studio/ outdoor production in reputed TV channel or production house.</li></ul>
<b>Non Linear Editor (NLE)</b>	<ul style="list-style-type: none"><li>• Masters/ BS (4 year) or 16 years of equivalent qualification in Mass Communication/ Media Studies/ Media Production.</li><li>• 4 years of field experience.</li><li>• Working Experience with MAC System (Final Cut Pro)</li></ul>
<b>Recording Engineer</b>	<ul style="list-style-type: none"><li>• DAE Electrical</li><li>• 4 years of field experience.</li></ul>
<b>Cameraman</b>	<ul style="list-style-type: none"><li>• FA/F.Sc (BA/B.Sc will be preferred)</li><li>• Minimum 4 years of field experience.</li><li>• Experience working with black magic 4K pro Camera and Studio Lights.</li></ul>
<b>Assistant Producer</b>	<ul style="list-style-type: none"><li>• Masters/ BS (4 year) or 16 years of equivalent qualification in Mass Communication/ Media Studies/ Media Production.</li><li>• 3 years of field experience.</li></ul>
<b>Assistant Private Secretary</b>	<ul style="list-style-type: none"><li>• Bachelor's Degree with at least 5 years experience of Personal Assistant (PA).</li><li>• Proficiency in computer handling especially MS Office with minimum 45 words per minutes in typing.</li><li>• Must have good drafting skills</li><li>• Retired Army NCOs/JCOs may also apply.</li></ul>
<b>Driver</b>	<ul style="list-style-type: none"><li>• Category: HTV,LTV, Cars</li><li>• 5 years experience with valid driving license.</li><li>• Retired Army Persons with staff car driving experience 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 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 29-12-2023.**
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**