



**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**.

Post	Qualification/Experience Required
<b>Director BICON (Business Incubation Centre of NUML)</b>	<p>Minimum 18 years of education, preferably in Management Sciences / Entrepreneurship / CS from HEC recognized University.</p> <ul style="list-style-type: none"><li>• Minimum 10 years of relevant managerial experience preferably in entrepreneurial / incubation management / company development and management at corporate level in public or private sector</li><li>• He / She should also be familiar with latest practices in incubation programs and have demonstrable quality of mentorship and driving innovative startups.</li><li>• Experience of developing incubation center in University / Education Institution.</li><li>• Proficiency in computer handling / IT</li></ul> <p>* Job Description &amp; KSA are available at NUML website</p>

**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 22-08-2025.**
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**

## **DIRECTOR BICON (BUSINESS INCUBATION CENTRE OF NUML (BICON))**

### **Job Description:**

- Each Manager shall be responsible, in consultation with the Vice Chancellors, for appointing his/her team to deliver his/her respective KPIs.
- Develop BICON policies and priorities.
- Work for fund raising for innovative business ideas of registered teams, commercializing the research, mobilize business community and industry for funding innovative ideas. Motivate the Angel Investors and Venture Capitalist to sponsor the business ideas of the teams at Cohorts.
- Implement the strategy and business development plan required to execute program initiatives to enhance the progress of the BICON
- Encourage the teams and faculty members for Copyright/Trademarks/ Patents and monetize royalty streams from licenses.
- Promote Entrepreneurial culture at Main and regional campuses of NUML.
  - Manage the Steering Committees and Selection Committees as well for the upcoming Cohorts. Manage the Scorecard for BICs.
  - Manage the Mentoring Sessions for Cohorts, Investor Connect Sessions, Boot camps, Business Expos, Business related Seminars at NUML and other organizations and institutions. Collaborate in Open houses and Entrepreneurial week activities.
  - Other duties as assigned.

### **KSA:**

- The ideal person should have an entrepreneurial mindset with commercialization experience of commercializing ideas, products and services in the field of management sciences / computer sciences / software engineering.
- Must have strong ties with the donor agencies, government, business / industry, entrepreneurs, national / international universities and social communities.
- Proven leadership experience in managing and growing non-profit organizations.