



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
Principal Staff Officer to Rector (on contract)	<p>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.</p> <ul style="list-style-type: none">• Manage all administrative affairs for the office of the Rector• Plans, coordinates and ensure the Rector's schedule is followed and respected.• 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.• 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.• Retired Lt. Colonel/ Colonel from Armed Forces may also apply.

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 01-05-2026.**
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
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