



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

## JOB OPPORTUNITIES

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

Post	Qualification/Experience Required
<b>Additional Director (Finance)</b>	Master's Degree in Finance with at least 13 years relevant experience at a high level in a University or other educational institutions in BPS-17 and above. Preference will be given to CA qualified. Retired Lt Col or equivalent with CA qualification may also apply
<b>Additional Director (Technical)</b>	Master's Degree in Civil Engineering with at least 13 years relevant experience at a high level in a University or other educational institutions in BPS-17 and above. Retired Lt Col or equivalent from Engineering Coprs with Degree of Civil Engineering may also apply
<b>Research Associate (Incubation &amp; Startup Development Officer)</b>	Minimum 16 years of Education in Business Administration / Entrepreneurship / Management Sciences / Engineering Management / Information Technology / Economics or related disciplines from an HEC recognized institution. <ul style="list-style-type: none"><li>• Minimum 3 years of relevant experience in startup, incubation, innovation, entrepreneurship development, project coordination or business development.</li></ul>
<b>Research Associate (Partnership &amp; Industry Engagement Officer)</b>	Minimum 16 years of Education in Business Administration / marketing / Public Relations / Mass Communication / International Relations / Entrepreneurship or related disciplines from an HEC recognized institution. <ul style="list-style-type: none"><li>• Minimum 2 - 3 years of relevant experience in partnership, industry engagement, communications, stakeholder management / outreach, business development or related fields.</li></ul>
<b>Research Associate (Marketing)</b>	Masters degree in Marketing, Business Administration, Management or a related discipline from an HEC recognized institution. <ul style="list-style-type: none"><li>• Minimum 5 - 7 years of relevant experience in marketing, brand management or corporate communications preferably in an academic or service sector organization</li><li>• Strong expertise in developing and executing marketing strategies, campaigns and promotional activities.</li><li>• Proficiency in digital marketing tools, SEO/SEM, social media management, Google Analytics, and online advertising platforms.</li><li>• Excellent verbal and written communication skills with the ability to represent the institution professionally.</li><li>• Demonstrated leadership, team management, and project coordination skills.</li><li>• Strong analytical and problem-solving abilities with data-driven decision-making.</li><li>• Practical experience in marketing and managing academic publications, including printing, binding, purchasing, and distribution of books and promotional materials.</li></ul> Experience in higher education marketing, event management, and public relations will be considered an added advantage.

<b>LDC</b>	Minimum Intermediate with typing speed of 30 wpm. Preference will be given to:- <ul style="list-style-type: none"><li>• Experience of working in University or Educational Institutions.</li><li>• Proficiency in computer handling especially MS Office.</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 06-07-2026.**
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**  
**Tele: 051-9265100 Ext-2318**