

**National university of Modern Languages, Islamabad**  
**Business Incubation Centre of NUML**

**Intern Required at B ICON**

**Eligibility:**

NUML Alumni only

**Qualification:**

Master / Bachelor Degree

**KSA required:**

- Basic knowledge of working dynamics about different faculties and departments at NUML
- MS Office proficiency
- English language proficiency ( especially Writing )
- Organize and plan work (observed at work)
- Analyze situations, programs and problems
- Communicate orally and in writing in English language
- Team Building ability through engaging multiple stakeholders especially students and faculty members
- Proactive — takes initiative to get things done without prompting
- Copes well in stressful environments — handles complex tasks
- Reliability — assigned work is completed ahead of schedule and the quality of work is exceptional
- Multiple work assignments — capable of successfully handling various and sundry tasks

No. of Positions	Duties & Responsibilities	Timings	Stipend
1	1- Assistance to BDO in managing NUML Career Development & Placement Service 2- Assistance to BDO at Training & Workshops Event Management at Professional Development Center 3- Assistance to BDO in managing NUML Alumni Club 4. Assistance to Manager Incubation in managing activities of incubation 5- Any other task given by B ICON team	09:00am- 05:00pm	PKR. 10,000

Interested candidates are requested to send their CVs at [aathaar@bicon.numl.edu.pk](mailto:aathaar@bicon.numl.edu.pk) before February 17, 2019