



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

JOB OPPORTUNITY

National University of Modern Languages (NUML) Islamabad requires the services of the following on contract basis: -

Position	Minimum Qualification and Experience
Principal Staff Officer to Rector (on contract) (Equivalent to BPS-19)	<p>Master's Degree preferably MBA with more than 10 years' experience. Working with senior level/grade 20 and above officer in a similar role. Those who have experience to work in an academic environment will be preferred.</p> <p>Key Skills Required</p> <ul style="list-style-type: none">• Organizational skills and the ability to multitask• Strong interpersonal and communication skills.• Tech-savvy with office management Skills• Proactive approach to problem-solving• Discretion and trustworthiness• Flexibility and adaptability• Tact and diplomacy

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, two recent photograph should be submitted with application. Application complete in all respect should be sent through courier to HR Branch, Sector H-9, NUML Islamabad. **This is an equal opportunity for all, irrespective of gender.** Multi-lingual candidates with oral and written proficiency are especially encouraged to apply.
2. Job Application Form can be downloaded from <https://numl.edu.pk/jobs/all>
3. **The last date of submission of application is 05-08-2021.**
4. Incomplete applications or applications submitted by hand/email or received after due date shall not be entertained.
5. Decision of the University shall remain final in all cases

**Director Administration
Tele: 051-9265100 Ext-2303**