

**NATIONAL UNIVERSITY
of Computer & Emerging Sciences**

ADMINISTRATIVE Positions at KARACHI Campus

The University is seeking a young, diverse and talented professionals for the following position:

Secretary (Computing)

Requirements Two years of experience in composing reports, handling queries, and managing departmental workload requirements with expertise in MS Excel, MS Word, cloud services, and other computing software.

Qualification BS/B.Com or equivalent (14 Years)

Assistant Librarian

Requirements Two years of experience. The incumbent is capable of cataloguing and classifying library resources. He/She must be able to oversee batch modifications, migration of bibliographical records and data, and possess sound knowledge of the RFID Library System. Must actively participate in potential networking, introducing creative community programs, aiding Library Awareness and Usability. Acquisition of online resources and implementation of library policies will be part of the job.

Qualification MLIS

Officer (Academics)

Requirements One year of relevant experience in conducting examinations, student course registrations, and student query handling with strong data processing, communications & computing skills.

Qualification BBA or equivalent (16 Years)

The ideal candidate for each position should have the ability to work independently and as part of a team. Excellent Communication and Promising Leadership skills will be a plus!

Perks & Benefits:

- | | |
|-----------------------------|-------------------------------------|
| • Market Competitive Salary | • Group Hospitalization Insurance |
| • Employees Provident Fund | • Provident Fund Loan |
| • In-House Medical Centre | • Group Life Insurance |
| • EOBI | • Reimbursement of Medical Expenses |
| • Annual Leaves | • In-House Day Care Centre |

Only short-listed applicants will be called for the test/interview.

FAST-NUCES is an equal opportunity employer

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www.nu.edu.pk/jobs**

**Last date to Apply
1st May, 2024**

For more information, please contact at **khi.hr@nu.edu.pk**

Human Resource Department

FAST-NUCES, ST-4, Sector 17-D

Tel: (021) 111-128-128 x 171