NATIONAL UNIVERSITY
OF COMPUTER & EMERGING SCIENCES
ISLAMABAD CAMPUS | FAST

WE'RE HIRING!

Designation	Requirement	Qualification
Assistant Manager (Networks & Security)	**Experience:** Preferably 3-4 years of expertise in managing enterprise network and security Infrastructure. Preferred certifications: Fortinet NSE 4/5/7, CCNA/HCIA, CCNP/HCIP Security, CISSP/ CompTIA Security, Microsoft Security, CEH.	BS (CS/IS/CY) from HEC recognized university. MS (CS/IS/CY) will be preferred
Secretary (Department)	**Experience:** Preferably 1-3 years of relevant experience Candidate must be proficient to communicate in English (oral and written) with good office management, interpersonal, coordination and computer applications (MS office etc.) related skills.	Bachelors or Master's degree (16 years of maximum education) from HEC recognized University
Officer (Academics)	**Experience:** Preferably 1-3 years of relevant experience Candidate must have strong data processing, communication skills and proficiency in computer applications. He/She should have working experience of Academic Office (managing/handling course registrations, timetables, academic record, office correspondence, queries /issues of students etc.)	Bachelor's or Master's degree (16 years of maximum education) from HEC recognized University
Assistant Officer (System) – VoIP	**Experience:** Preferably 2-3 years of relevant experience Managing IP-PBX systems, SIP trunks, internal extensions, and dial plans, system errors, backup/restore configurations, hardware/ software troubleshooting maintain documentation of VoIP equipment.	BS (CS) from HEC recognized university
Assistant Officer (System) – Surveillance & Audio-Video Systems	**Experience:** Preferably 2- 3 years of relevant experience Installation, configuration, and maintenance of NVRs and IP cameras, stream quality, recording status, and storage capacity, troubleshoot camera-to-NVR connectivity and performance issues, documentation of surveillance devices, configurations, and layouts, device replacements, and configuration of AV devices such as HDMI switches, DSP, amplifiers, AV-over-IP solutions, and interactive displays, Provide on-site AV support, record of AV equipment usage, provide basic hardware/software support.	BS (CS) from HEC recognized university
Assistant (Lab)	**Experience:** Preferably 1-2 years of relevant experience Creating, testing, and maintaining standard OS images (Windows/-Linux) for lab systems, provide technical assistance and troubleshooting for faculty, staff, and students. Provide support of computers, printers, networks, CCTV and associated peripherals including drilling and ducting.	Minimum ICS/DIT or BCS
Technician (Lab)	**Experience:** Preferably 1- 2 years of relevant experience Candidate must have knowledge to use and maintenance of the electronics equipment oscilloscope, power supplies, DMM, functional generator, educational training system etc. Excellent communication, interpersonal, and organizational skills and ability to work in a fast-paced environment and prioritize multiple tasks.	DAE (Electronics/Computer Hardware) from Technical Board

Perks & Benefits

- Market Competitive Salary
- Group Life Insurance
- Group Hospitalization Insurance
- In-house Medical Centre & Day Care
- Employees Provident Fund
- EOBI

Last date to Apply: **August 03, 2025**

Apply at: **www.nu.edu.pk/jobs**

Manager (Human Resources)
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نیشنل یونیورسٹی آف کمپیوٹر اینڈ ایمر جنگ سائنسز، اسلام آباد کیمپس

آسامیاں خالی ہیں

نمبر شمار	نام آسامی	قابلیت
1	ٹیکنیشن (جنرل) عمر کی حد 35 سال	دو سالہ تجربہ۔ میٹرک پاس کو ترجیح دی جائے گی۔
2	اٹینڈینٹ عمر کی حد 30 سال	میٹرک پاس بمعہ متعلقہ شعبہ میں دو سال کا تجربہ۔
3	کلینر / سویپر عمر کی حد 25 سال	پرائمری پاس بمعہ متعلقہ شعبہ میں دو سالہ تجربہ۔
4	سیکیورٹی گارڈ عمر کی حد 45-40 سال	میٹرک پاس بمعہ متعلقہ شعبہ میں پانچ سال کا تجربہ ۔ ریٹائرڈ فوجی کو ترجیح دی جائیگی۔
5	مالی عمر کی حد 30 سال	پرائمری پاس بمعہ متعلقہ شعبہ میں دو سالہ تجربہ۔
6	لفٹ آپریٹر عمر کی حد 30 سال	میٹرک پاس بمعہ متعلقہ شعبہ میں دو سال کا تجربہ۔

خواہشمند حضرات درخواست کیساتھ حالیہ پاسپورٹ سائز تصویر ، شناختی کارڈ، تعلیمی اسناد / متعلقہ دستاویزات کی مصدقہ فوٹو کاپیاں 03 اگست 2025 تک زیر دستخطی کو ارسال کریں۔ بنیادی تنخواہ اور مراعات، قابلیت اور تجربہ کے مطابق دی جائیں گی۔ صرف شارٹ لسٹ کئے گئے امیدواروں کو انٹرویو کیلئے بلایا جائیگا۔ لفافے پر متعلقہ آسامی ضرور درج کریں۔

(ھیومن ریسورس ڈیپارٹمنٹ)