



CAREER OPPORTUNITY

The University is looking for young and passionate professionals for following positions at Lahore Campus.

Secretary (Director's Office)

Qualification: Master's degree/16 years of education

Requirement: **TWO** years of relevant experience, preferably working experience with the Head of the well reputed institution. The experience in the education sector is a plus. The candidate should possess strong communication skills, data processing, office correspondence, drafting official letters and expertise in Microsoft Office especially in Word and Excel is highly desirable.

Assistant Manager (Accreditation)

Qualification: BS degree/16 years of education, preferably in Engineering field.

Requirement: Preferably **TWO** years of experience. Expertise in reports writing, arrangement of documents related to the accreditation of engineering programs. Proficient in scheduling meetings and providing administrative support to the coordinator & HoD.

Officer (Liaison)

Qualification: Master's degree, preferably MBA.

Requirement: **TWO** years of relevant experience in an educational institution. Preference will be given to those who have a prior experience and expertise in the industry and have strong industry linkages background. Expertise in MS Office, particularly proficiency in Excel is highly desired.

Secretary (School of Computing)

Qualification: Master's degree/16 years of education

Requirement: **TWO** years of relevant experience. Candidate should have the strong communication skills. Proficient in data processing, office correspondence, and Microsoft Office.

Compensation:

- Market Competitive Salary
- Employees Provident Fund
- Group Hospitalization and Life Insurance
- Reimbursement of Medical Expenses
- EOBI

Only short listed candidates will be called for Test and Interview

Apply online at: www.nu.edu.pk/jobs	Last date to Apply: 12th February, 2024
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For more information, please contact at lhr.hr@nu.edu.pk

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