



# CAREER OPPORTUNITY

Designation	Requirement	Qualification
<b>Secretary</b> (Director Campus)	Experience: 2-3 Years of relevant experience. Experience in managing schedules, drafting letters, and handling office correspondence and meetings.	<b>MBA/MA</b> (18 or 16 years of education)
<b>Secretary</b> (HoD)	Experience: 2-3 Years of relevant experience. Experience in managing schedules, drafting letters, and handling office correspondence and meetings.	<b>MBA/MA</b> (18 or 16 years of education)
<b>Assistant Manager/Officer</b> (Admin)	Experience: 3-5 Years of relevant experience. The candidate must have strong data processing and communication skills, assist the Campus Director in communications, manage administrative affairs, and maintain both physical and digital records.	<b>MBA/MA</b> (18 or 16 years of education)
<b>Assistant Manager/Officer</b> (IT)	Experience: 3-5 Years of relevant experience. Candidates must have strong IT and troubleshooting skills to manage campus infrastructure, networks, user support, and digital systems of the campus.	<b>BS in Computing or equivalent</b> (16 years of education)
<b>Officer</b> (Library)	Experience: 3 years of relevant experience. Candidates must have sound knowledge of library management systems and cataloguing. He will assist in organizing resources, maintaining records, and supporting day-to-day library operations.	<b>MLIS</b> (Master of Library and Information Sciences) or equivalent
<b>Assistant Manager/Officer</b> (IQAE)	Experience: 3-5 years of relevant experience. Candidates must have strong data and communication skills, with knowledge of HEC and accreditation processes. He will support IQAE in quality assurance, documentation, and reporting.	<b>MBA/MA</b> (18 or 16 years of qualification)
<b>Supervisor</b> (Hostel)	Experience: 3 years of relevant experience. Must demonstrate the ability to manage administrative and mess affairs effectively. The role requires 24/7 availability and residence within hostel premises.	<b>MBA/MA</b> (16 years of qualification)
<b>Assistant</b> (Accounts)	Experience: 2 years of relevant experience. Experience in managing account-related matters such as payments, cheques, bank receipts, and fee challans.	<b>BA/B.Sc. degree</b> (14 years of qualification)





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<b>Assistant (Academics)</b>	Experience: 2 years of relevant experience. Experience of managing student affairs, registration, timetable, academic records and classroom management	<b>BA/B.Sc. degree</b> (14 years of qualification)
<b>Assistant (IT)</b>	Experience: 2 years of relevant experience. Experience in providing technical support, maintaining computer systems, and assisting in IT-related tasks.	12 or 14 years of education with diploma in relevant field
<b>Assistant (Library)</b>	Experience: 2 years of relevant experience. Experience in assisting with technical processing, cataloging, classification, barcoding, generating required reports, and taking inventory of library materials.	12 or 14 years of education with diploma in relevant field
<b>Receptionist</b>	Experience: 2 years of relevant experience. Experience in handling front desk duties, managing phone calls, and guiding visitors with professionalism.	<b>Bachelor's degree</b> (14 Years of education)
<b>Photocopy Operator</b>	Experience: 2 years of relevant experience. Experience in operating photocopy machines, making copies of documents, & keeping records of copied material.	<b>Intermediate</b> (12 Years of education)
<b>Security Guard</b>	Experience: Ex-Army personnel, age not above 45 years.	<b>Matric</b>
<b>Cleaner</b>	Experience: Should have understanding of cleaning tasks and hygiene. Females are also encouraged to apply.	<b>Basic literacy</b> (reading and writing) is required.

#### Perks & Benefits

- Market Competitive Salary
- Employees Provident Fund & EOBI
- Group Hospitalization Insurance
- Group Life Insurance

**Cgpa > 3 will be preferred, Only short-listed applicants will be called for interview.**

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Last date to Apply  
**August 11, 2025**

#### Human Resource Department

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