



The University is seeking diverse and talented professionals for the following positions at **Peshawar Campus**.

CAREER OPPORTUNITY

Designation	Requirements	Qualification
Officer (Coordination)	2-3 years of post-qualification experience in relevant field. Proficiency in (Microsoft Office / Google Workspace) office management software. Skills in managing and analyzing academic data, including student records and grades. Ability to interact professionally and courteously with a diverse range of individuals, including students, faculty, and staff members. Ability to manage inquiries, complaints, and feedback from students and parents.	Bachelors/Masters degree (16 years of qualification) preferably in Management Sciences or related discipline from HEC recognized university.
Assistant Officer (Coordination)	1 year post qualification experience in relevant field. Proficiency in (Microsoft Office / Google Workspace) office management software. Ability to coordinate and manage community service activities, volunteer programs, and outreach initiatives. Ability to establish and maintain liaison with industry, organizations, and employers for internship opportunities. Skills in maintaining records, databases, and reports related to community services and student internships. Strong communication and interpersonal skills to effectively interact with students, faculty, employers, and external stakeholders.	Bachelors/Masters degree (16 years of qualification) preferably in Management Sciences, Social Sciences or related discipline from HEC recognized university.
Assistant (Lab)	2-3 years' relevant experience in IT troubleshooting, installation of Hardware and software. Adequate experience in installation and configuration of WiFi, CCTV, multimedia projectors and scanners and have knowledge with video conferencing equipment. Good verbal and written communication skills.	Preferably Intermediate/DIT (12 years of education)
Security Guard Ex-service men will be preferred	Must be a retired individual from the Armed Forces, Police, or any other military/parliamentary force. Physically fit, alert, and capable of performing security duties in shifts. Ability to monitor campus premises, control access, and maintain security records. Familiarity with security procedures, emergency response, and incident reporting.	Preferably Matric/Intermediate

Perks & Benefits

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

Only short-listed applicants will be called for interview.

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

Last date to Apply: **June 14, 2026 (Sunday)**