

Organization Name:	National University of Computer and Emerging Sciences, Islamabad Campus		
Job Title:	Assistant Manager (Career Services)	Job Category:	Staff
Department/Group:	Career Service Office	Position Type:	Full Time
Location:	Islamabad	Travel Required:	No

QUALIFICATIONS AND EDUCATION REQUIREMENTS

1. MS/MBA (HRM, Career Services or related field) from HEC recognized university

PREFERRED SKILLS

1. Strong industry connections and networking skills
2. Excellent communication, interpersonal, and organizational skills
3. Ability to work in a fast-paced environment and prioritize multiple tasks

PREVIOUS EXPERIENCE

1. Minimum 02 years of relevant experience, preferably in a university.

Perks & Benefits:

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

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

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**Last date to Apply
16th March, 2025**

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Organization Name:	National University of Computer and Emerging Sciences, Islamabad Campus		
Job Title:	Assistant Officer (Media)	Job Category:	Staff
Department/Group:	Media	Position Type:	Full Time
Location:	Islamabad	Travel Required:	No

QUALIFICATIONS AND EDUCATION REQUIREMENTS

1. Bachelor's degree (up to 16 years) in Media Studies, Mass communication or relevant field from HEC recognized university

PREFERRED SKILLS

1. Strong photography and videography skills with experience handling various cameras and lenses.
2. Proficiency in Adobe Photoshop, Lightroom, Premiere Pro, After Effects, and similar media editing tools.
3. Ability to edit and enhance images and videos for marketing and promotional purposes.
4. Basic knowledge of lighting, composition, and color grading techniques.
5. Experience in creating short promotional videos, reels, and motion graphics is a plus.
6. Strong attention to detail and ability to meet tight deadlines.
7. Good communication and teamwork skills to coordinate with different stakeholders.
8. Prior experience in media production, content creation, or related fields is preferred.

PREVIOUS EXPERIENCE

1. Minimum 01 year of relevant experience (media production, content creation, or related fields), preferably in a university.

Perks & Benefits

- | | |
|-----------------------------|-------------------------------------|
| ● Market Competitive Salary | ● Group Hospitalization Insurance |
| ● Employees Provident Fund | ● In-House Day Care Centre |
| ● In-House Medical Centre | ● Group Life Insurance |
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