

**NATIONAL UNIVERSITY
of Computer & Emerging Sciences
KARACHI CAMPUS**

CAREER OPPORTUNITY

The University is seeking a competent professional for the following position at **Karachi Campus**.

Secretary (Director's Office)

Requirements

Qualification: Bachelors or equivalent (16 years of education from a well reputed University/Institution)

Experience: 1 – 2 years of relevant experience

Relevant experience will be given preference.

Skills: Strong communication, public dealing skills, ability to grasp day to day operations, file & tracking management.

Incumbent must have the ability to work independently and as part of a team.

Perks & Benefits

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

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

FAST-NUCES is an equal opportunity employer

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**Last date to Apply
March 9, 2025**

For more information, please contact at khi.hr@nu.edu.pk
Human Resource Department
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