

GOVERNMENT OF PAKISTAN
MINISTRY OF NATIONAL HEALTH SERVICES, REGULATIONS &
COORDINATION
3rd Floor, Kohsar Block, Pak Secretariat, Islamabad

SITUATIONS VACANT

Applications are invited from Pakistani Nationals to fill the position of **National Coordinator (PPS-10)**, **Deputy National Coordinator (HIV/AIDS) PPS- 09** and **Deputy Director (Admin & Finance) (PPS-08)** in the PSDP funded Project titled “**Strengthening Common Management Unit (CMU) for AIDS, TB and Malaria and accelerating response to control the three diseases in Pakistan**” under Ministry of NHR&C, Islamabad for appointment on contract basis, up to 30th June 2025, OR till the completion of project, whichever is earlier.

S. No.	Name of Post	PPS	Max Age	Educational Qualification & Experience	Regional/ Provincial Quota
01	National Coordinator (CMU) No. of Post = (1)	10	55-60 years	i. MBBS/BDS (recognized by PMC/ PM&DC) ii. Postgraduate Higher Diploma in Medical Faculty / Public Health with 10 years’ experience in the relevant field. OR Postgraduate Lower Diploma in Public Health with 15 years’ experience.	Merit-01
02	Deputy National Coordinator (HIV/AIDS) (CMU) No. of Post = (1)	09	50-55	i. MBBS/BDS (recognized by PMC/ PM&DC) ii. MPH/MSPH OR Equivalent recognized by HEC/PMC with 10 years of experience in Public Health Programs	Merit-01
03	Deputy Director (Admin & Finance), (CMU) No. of Post = (1)	08	50-55 years	i. M.Com/ MBA with 03-05 years relevant experience preferably in Public Health Vertical Programs/ Projects in government or semi government organizations. ii. At least 03 years’ experience is Drawing and Disbursing Officer and well aware of the	Merit-01

				iii. AGPR related matters. Knowledge of preparation of draft PC-I, NIS, Cash plan/ work plan, Token supplementary grant, Technical supplementary grant etc.	
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GENERAL INSTRUCTIONS/INFORMATION:

- Experience gained after the required qualification will be considered/counted.
- Age will be calculated with effect from the last date of submission of applications.
- Candidates already in Govt. Service should send their applications through proper channel.
- Eligibility of candidate will be determined on the basis of academic qualification, experience, age etc.
- Information provided in the application forms will be verified. In case of any false or forged information, M/O NHR&C reserves the right to cancel the candidates at any stage (even after employment, if so revealed later) and to initiate a legal action against the applicant.
- Incomplete applications, advance copy as well as received after due date shall not be entertained.
- Only shortlisted applicants will be called for test/interview.
- No TA/DA will be admissible for the purpose of test/interview.
- Without photograph / complete CV of applicant shall not be entertained.
- The Competent authority reserves the right to cancel/postpone recruitment process at any stage.
- Candidates already applied for the post of NC, CMU at Sr.No.1 need not to re-apply.

How to Apply:

Interested candidates should submit their applications along with CV and attested copy of testimonials to the office of undersigned **within 15 days** from the date of publication of the advertisement. Application form can be downloaded from **<https://www.nhsrsc.gov.pk/Jobs>**.

Abdul Kabir Khalil
 Section Officer (Admin-III)
M/O National Health services regulations & Coordination,
 3rd floor, Kohsar Complex, Pak Secretariat, Islamabad. Ph# 051-9245961

Application Form

1. Post Applied For: -----
2. Name of Candidates: -----
3. Father/Husband Name: -----
4. Date of Birth (D/M/Y): -----
5. Domicile: -----
6. CNIC No: -----
7. Contact No: -----
8. Email: -----
9. Address: -----

10. Educational Qualification:

S#	Degree/Examination (Higher Degree at top)	Year of Passing	University / Board	Class / Division

11. Employment Details:

S#	Designation	Company / organization	From	To	Total Exp (year/Month)

(Please attach additional sheet(s) if required)

12. Declaration:

I hereby declare that all the information /statement made by me in the application form is true and complete to the best of my knowledge and I belief, that nothing has been concealed or suppressed. I also understand that in case, any of my statements is found untrue at any stage of recruitment and thereafter, I shall be disqualified for the post applied for and I shall be liable for any penal action.

Signature of Candidate

Date: -----

Job Descriptions
National Coordinator-NC (PPS-10)

**“Strengthening Common Management Unit for AIDs, TB and Malaria and
accelerating Response to control the three diseases in Pakistan”**

- Focal person for coordination and implementation of Global Fund Grants as Principal recipient.
- Sign on behalf of the Ministry of NHSR&C all grants related documents including grants signing.
- Ensure timely implementation of activities as per approved work plan.
- Coordination/support Global Fund, Local Fund agent and office of the Inspector General to inspect, monitor and evaluate GF grants.
- Nation-wide coordination of TB/HIV/Malaria Control.
- Inter PR coordination with other PR for TB/HIV/Malaria Control.
- Submit quarterly progress and disbursement requests to GF.
- Monitoring of Sub recipients and other partners.
- Supervising financial control as per GF guidelines.
- Coordination with provinces for implementation of GF grants.
- Policy formulation and strategic planning for effective TB/HIV/Malaria Control in Pakistan.
- Technical support to the provinces.
- Uninterrupted drugs supply to patients of all three diseases.
- Develop indicators, tools, guidelines and expertise.
- Enhancement of program research capacity.

Job Descriptions

Deputy National Coordinator (HIV/AIDS) (PPS-09)

“Strengthening Common Management Unit for AIDs, TB and Malaria and accelerating Response to control the three diseases in Pakistan”

- Assist National Coordinator in all matters related with grant implementation.
- Overall in charge of operation of respective program.
- Liaison with Government departments and NGOs.
- Liaison with Provincial Programs.
- Provide assistance to N.C. in policy formulation and strategic planning for effective control of diseases in various parts of Pakistan.
- Technical support to the all stakeholders.
- To ensure the arrangement of uninterrupted drugs supply to all patients throughout the country.
- Assists NC in developing indicators, tools, guidelines and expertise.
- Any other duty assigned by NC.

Job Descriptions
Deputy Director (Admin & Finance) (PPS-08)

**“Strengthening Common Management Unit for AIDs, TB and Malaria and
accelerating Response to control the three diseases in Pakistan”**

- Manage and assist in all administrative/ operational matters and development HR plan as per Government of Pakistan approved HR/ Admin policy.
- Develop ToR, job description of staff.
- Prepare advertisement, short listing, and carry out recruitment process as per GoP HR policy.
- Initiation of recruitment process and orientation of new employees to policies and procedures of the program.
- Arrange staff training/ skill development.
- Conduct annual performance appraisals.
- Assist the management in the preparation of financial proposals for funds seeking from the Global Fund and other donors.
- Overall Responsibility/ Supervision of PR Office Administration.
- Drawing & Disbursing Officer, salary disbursement, payment of TA / DA and other claims of staff.
- Coordination with Administrative Division i.e. Ministry of NHR&C and its attached departments.
- Responsible for Liaison with Parliamentary Affairs i.e. National Assembly/ Senate Questions, National Assembly/ Senate Standing Committee and Sub-Committee on Health and other official matters etc.
- Security Arrangements for offices, warehouse and foreign delegations.
- Overall RESPONSIBILITY/ Supervision of Warehouse, Admin, Transport and IT Unit.