

We are seeking applications from qualified candidates to hire dynamic and career-oriented professionals for a project. The ideal candidates should possess qualifications and experience in the relevant field. The positions are offered on a **CONTRACT BASIS** for a duration of 1 year up-to 30th June, 2025, (extendable) with a market-based salary, and will be based in Islamabad, Pakistan.

Sr #	Designation	No. of Posts	Qualification & Experience
01	Project Manager (PPS 9)	01	Medical Doctor with Post graduate degree in public health with specialisation in health policy and systems development from a recognised institution. At least 10-15 years' experience of working in health sector at national or international level across both public and private sector in general (more specifically at-least 2 years in the public sector), Experience in management of project / program in public sector will be preferred. Experience of working and coordinating with the development partners, national and international NGOs will be an asset. Excellent report writing, communication and presentation skills. Other Skills (e.g. IT): Knowledge of Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook, and internet search engines as well as surveillance databases.
02	Admin Officer (PPS 7)	01	Post Graduate degree in Business Administration/ MPA / 16 Years education or equivalent. Minimum 3-5 Years' experience as Admin officer/coordinator with development organisation, public health, finance institution or comparable experience in the public/private sector/UN/HDP; Understanding of multi and bilateral donor financial policies, procedures and grant management; 2 years of progressively responsible work experience performing a wide range of administrative support duties including in public sector. Experience in financial & Grant Management and procurement will be preferred.
03	Database Officer (PPS 7)	01	MS Computer Science / Software Engineering / Statistics , 5-7 Years in Data and database management, proven experience of data analysis having knowledge of Health data and Database management system, and skills of working with databases like MySQL/ Post grads/Oracle/MS SQL, Proven working experience in SPSS/Excel
04	Communication Officer (PPS 7)	01	<p>Master's degree or higher in a communication-focused field such as Business, Marketing, Communications, Public Relations, Journalism, or related discipline from HEC recognised University, Recognised by HEC or from recognised institute. 5-7 years of related working experience required with two or more years in health communication. Working knowledge and understanding of all channel disciplines, including Media, Shopper/ Promotional, PR, Social, Experiential, Multicultural, etc.</p> <p>Understanding to learn more of the trends shaping behaviour today and, in the future.</p> <p>Proficient with media planning tools (MRI, Social Listening, com Score), Strong, organisational, interpersonal, and project management skills, Open to travel as necessary, digitally connected and curious.</p>
05	Training Officer (PPS 7)	01	<p>Master's degree or higher qualifications in Public Health; Social Sciences; Health Education or Community Development from HEC recognised University. Possession of a Training of Trainers certificate would be an added advantage, Sound decision making and organisational skills, Ability to present complex information to a variety of audiences. 5-8 years' experience as facilitator and Trainer specialist capable of imparting knowledge, skills and attitudes to meet the project training objectives.</p> <p>Proven ability to master the full training cycle, Adequate knowledge of learning management software, Familiarity with traditional and modern training methods, tools and techniques, Familiarity with talent management and succession planning.</p>
06	Office Assistant (PPS 5)	01	<p>Bachelor's with Computer Sciences</p> <p>2 years of related experience is preferred with Skills (e.g. IT): Knowledge of Microsoft Office Word, Excel, PowerPoint, and Outlook.</p>

INSTRUCTIONS:

- The interested/eligible candidates, who fulfil the above mentioned criteria, shall apply online through National Job Portal (NJP) official website www.njp.gov.pk within 15 (fifteen) days of publication of this advertisement.

- Candidates already working in Government Departments can apply if they have resigned or have retired from service.
- TORs are mentioned on website of Ministry of NHR&C, Islamabad www.nhsr.gov.pk .
- Application form will be uploaded on website.
- Interviews can be conducted virtually so applicants need to ensure that they provide information of operational and accessible contact.

PROJECT DIRECTOR (NHSP)

Ministry of National Health Services, Regulations and Coordination

3rd floor, Kohsar block, Pak Secretariat,

Islamabad, Contact No. 051-9203404