

GOVERNMENT OF PAKISTAN
Ministry of National Health Services, Regulations & Coordination
(3rd Floor, Kohsar Block, Pak Secretariat)

No.17-2/2024-DD-IV/P&D/NHSP-Rec

Islamabad, the 25th June, 2025

OFFICE MEMORANDUM

Subject: ADVERTISEMENT OF (09) NINE POSITIONS FOR PSDP PROJECT
“NATIONAL HEALTH SUPPORT PROGRAM”

The undersigned is directed to enclose herewith advertisement for recruitment against the 09 positions for PSDP Project “National Health Support Program” for publication in the press, in two (02) National News Papers, one English and one Urdu-combined, appropriate page size and black and white, at the earliest.

2. Necessary funds are available in the relevant head of account in PSDP Project “National Health Support Program”. The bills may be sent to Project Manager, National Health Support Program for payment.

3. This issues with the approval of Special Secretary, M/o NHR&C, Islamabad.

Encl: As above


(Dr. Javeriah Shamsy)
Project Manager/Project Director

The Director (Advertisement),
Press Information Department (PID),
Information & Broadcasting Division,
Islamabad.

Copy to:-

- Deputy Director (IT), M/o NHR&C with the request to upload the advertisement on the website of the Ministry and on National Jobs Portal (NJP) simultaneously, the requisite proforma duly filled and enclosed for NJP.

ADVERTISEMENT FOR THE VACANT POSITIONS

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 duration of 1 year up-to 30th June, 2026, (extendable) with a market-based salary, and will be based in Islamabad, Pakistan.

Sr #	Designation	No. of Posts	Qualification & Experience
01	Finance Officer (PPS-7)	01	MBA or equivalent degree/ specialization in Finance from HEC recognized University. At least 8-10 years of experience in managing budget and financial activities in public and private health sector. Have full command over Admin and finance policy and procedure. Good reporting skills. English language skills as appropriate to the study. Adaptable, committed and flexible attitude. Computer skills, including MS office and email.
02	Procurement Officer (PPS-7)	01	Master's / An advanced degree (16 years of education) in a suitable discipline or field of study, preferably in Business studies, Supply Chain Management, Finance, Commerce etc from HEC recognized University. 5 – 7 yrs of work experience in the field of procurement with knowledge and experience in all aspects of the procurement process and logistics management. Such experience would preferably include work with NGOs/ Donors. Experience with USAID funded projects will be preferred.
03	Internal Auditor (PPS-7)	01	MBA, Finance / ACMA / Chartered Accountant or equivalent from HEC recognized University. 5 years of experience in audit and financial management. Have good command on finance policy and procedures; Good reporting skills; Fluency in English, Computer skills, including MS office and email.
04	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 organization, 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.
05	Database Officer (PPS 7)	03	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
06	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 recognized University, Recognized by HEC or from recognized 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 behavior today and, in the future.</p> <p>Proficient with media planning tools (MRI, Social Listening, com Score), Strong, organizational, interpersonal, and project management skills, Open to travel as, necessary, digitally connected and curious.</p>
07	Training Officer (PPS 7)	01	Master's degree or higher qualifications in Public Health; Social Sciences; Health Education or Community Development from HEC recognized University. Possession of a Training of Trainers certificate would be an added

			<p>advantage, Sound decision making and organizational 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>
08	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>
09	Driver (PPS 1)	03	<p>Having a valid driver's license (LTV), Minimum 3-5 years of driving experience, preferably with NGOs, government organizations, familiarity with local routes and ability to drive long routes, familiarity with traffic laws, basic knowledge of vehicle maintenance and repair, ability to manage logbook and generate reports in case of events, punctual, reliable, and honest.</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