

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

SITUATIONS VACANT

Applications are invited to fill the following positions of **Project Coordination Unit** under the PSDP Project titled “**Jinnah Medical Complex & Research Center**” under Ministry of NHSR&C, Islamabad for appointment on contract basis for a period of 03 years, OR till the completion of project, whichever is earlier.

S. No.	Name of Post	PPS	No. of Post	Max Age (Years)	Educational Qualification & Experience	Regional/ Provincial Quota
1.	Chief Operating Officer	11	1	60	<ul style="list-style-type: none"> i. MBBS and Bachelor of Medicine / Master's degree in healthcare administration, business administration, or a related field. ii. 10+ years of experience in healthcare operations management, with at least 5 years in a leadership role. iii. Strong understanding of healthcare industry trends and best practices. iv. Excellent leadership, communication, and interpersonal skills. v. Proven ability to manage budgets and resources effectively. vi. Strong analytical and problem-solving skills. vii. Experience with electronic health records (EHR) systems. 	Merit-01
2.	Bio-medical Engineer	11	01	60	<ul style="list-style-type: none"> i. Bachelor's degree in biomedical engineering or a related field. ii. 10+ years of experience in biomedical engineering in a healthcare setting. iii. Certification as a Certified Biomedical Equipment Technician (CBET) preferred. iv. Strong knowledge of medical equipment and its operation. v. Excellent troubleshooting and problem-solving skills. vi. Ability to work independently and as part of a team. vii. Strong communication and interpersonal skills. 	
3.	Chief Technology Officer	11	01	60	<ul style="list-style-type: none"> i. Master's degree in computer science, information technology, or a related field. ii. Related medical background or preference for medical education iii. 10+ years of experience in healthcare IT, with at least 5 years in a leadership role. 	

					iv. Strong understanding of healthcare IT systems and infrastructure. v. Experience with EHR systems and other healthcare IT applications. vi. Excellent leadership, communication, and interpersonal skills. vii. Strong analytical and problem-solving
4.	Chief Finance Officer	11	1	60	i. ACCA, equivalent qualification or Chartered Accountant, / Master's degree in finance, accounting, or a related field.
5.	Account Officer	7	1	40	ii. Minimum Qualification: B. Com / BBA (Finance/Accounts) from an HEC-recognized university.
6.	Office Secretary	7	4	40	i. Minimum Qualification: Bachelor's degree (16 years of education) in Business Administration, Public Administration, or English from an HEC-recognized university. ii. Preferred Qualification: Master's degree or certification in office management/administration. Experience: - At least 2–3 years of relevant experience in secretarial or administrative roles. - Preference will be given to candidates with experience in public sector organizations.
7.	Naib Qasid	2	4	30	Middle

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.

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.nhsrc.gov.pk/Jobs>**.

Shazia Munawwar

Deputy Director (P&D-I)

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: -----