

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 26th May, 2025

OFFICE MEMORANDUM

Subject: ADVERTISEMENT OF (04) FOUR POSITIONS FOR PSDP PROJECT "NATIONAL HEALTH SUPPORT PROGRAM"

The undersigned is directed to enclose herewith advertisement for recruitment against the 04 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.

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

SITUATION VACANT

Ministry of health Services Regulations & Coordination is seeking applications from qualified candidates to hire dynamic and career-oriented professionals for a project National Health Support project (NHSP). 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	Database Officer (PPS-7)	02	MS Computer Science / Software Engineering / Statistics, 5 - 7 Yrs 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.

INSTRUCTIONS:

- The interested/eligible candidates, who fulfill 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 through proper channel as per Government Policy.
- TORs are mentioned on website of Ministry of NHR&C, Islamabad www.nhsr.gov.pk.
- 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