

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

SITUATION VACANT

Applications are invited to fill the positions of the PSDP funded Project “**Prime Minister’s Program for Prevention and Control of Diabetes Mellitus**” under Ministry of NHSR&C, Islamabad for appointment on contract basis, initially 2 years or till the completion of project, whichever is earlier.

S. No.	Name of Post	Age	No. of Post	Educational Qualification & Experience	Regional/ Provincial Quota
I.	Project Director (PPS-10/BPS-20)	45-55 Years	01	MBBS/Master’s in Public Health with 10 years post qualification experience in Project management. Experience in health related PSDP projects will be given preference.	Merit
II.	Finance Manager (PPS-9/BPS-19)	40-50 Years	01	MBA in Finance with 10 years of post-qualification experience in finances especially financial management of PSDP projects will be given preference	
III.	Procurement Manager (PPS-9/BPS-19)	40-50 Years	01	MBA in Finance with 10 years of post-qualification experience in procurement management of PSDP projects will be given preference	
IV.	Communication Specialist (PPS-9/BPS-19)	40-50 Years	01	Masters in Mass Communication with 10 years of hands-on experience in Project Communication Strategy Development. Experience in health related PSDP projects will be given preference	
V.	Data Assistant (PPS-7/BPS-17)	25-35 Years	01	Master in Statistics/MIS with 8 years of post-qualification experience in data analysis and data management. Preference will be given to those having experience in PSDP projects	
VI.	Training and Treatment Coordinator (PPS-7/BPS 17)	35-45 Years	01	Master in Public Health with 8 years’ experience in event organizing/trainings health related	
VII.	Admin Officer (PPS-7/BPS-17)	25-35 Years	01	MBA with 8 years post-qualification experience in finances with reputable organizations. Experience in health related PSDP projects will be given preference	
VIII.	Office Assistant (PPS-5/BPS-14-15)	25-35 Years	01	Bachelors with 3 years of working experience as office assistant preferably in PSDP projects	
IX.	Office Boy (PPS-1/BPS-1-4)	20-30 Years	01	Matric with 3 years’ experience as office boy	

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 NHSR&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/ change recruitment process at any stage.

How to Apply:

Interested candidates should apply through the National Job Portal (www.njp.gov.pk) within fifteen (15) days from the date of publication of this advertisement. The vacancies are also listed on the official website of the Ministry of National Health Services, Regulations and Coordination (www.nhsr.gov.pk/Jobs).

(Project Director)

“Prime Minister’s Programme for the Prevention and Control of Diabetes Mellitus”

Ministry of National Health Services, Regulations & Coordination

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