



**SITUATIONS VACANT**

National University of Medical Sciences (NUMS) is a Federal Public Sector University, with primary responsibility to promote and achieve excellence in advanced health education, research and service delivery. The Rawalpindi Campus houses the **NUMS Institute of Advance Studies & Research (NIASR)**, which is dedicated to conduct cutting edge research and evidence based teaching in basic, applied and clinical disciplines along with Social & Behavioral Sciences. NUMS following a holistic educational philosophy wherein Social Sciences and Humanities are included among core subjects medical & biological sciences in Undergraduate & Graduate Programs. All these domains will function with their independent faculties, but in relevance to accomplishment of NUMS vision and mission.

Pursuing its mission of "understanding and improving life through innovation in healthcare, the university is also establishing a comprehensive, integrated evidence based **"NUMS Healthcare Model"**.

NUMS is seeking applications from Pakistani national of high caliber, self-motivated and reflective professionals having excellent interpersonal communications skills for following NUMS faculty and administrative positions on **"Contractual Basis"** (renewable): -

Sr. #	Name of Post (s)	Qualification & Experience	No of Vacancies	Max Age on Closing
<b>Department of Avant Health Initiative</b>				
1.	<b>Assistant Professor (Public Health)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>MPH or higher degree as per HEC/ PM&amp;DC Appointment Criteria with basic qualification of MBBS from HEC recognized University/ Institution. Preference will be given having higher qualification and Palliative care certifications/ courses.</li> </ul> <p><b>Experience &amp; Research Publications:</b></p> <ul style="list-style-type: none"> <li>Must have duly recognized experience &amp; publications relevant to the post as per PM&amp;DC/ HEC faculty appointment criteria.</li> <li>Certification/ courses alongwith practical experience in palliative care and Life Style Medicine will be an added advantage.</li> <li>Ability to foster leadership and adequate skills of collaboration/ coordinating Online Courses.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	45 Years
<b>Project Development of NUMS/ NIASR</b>				
2.	<b>Assistant Professor (Public Health)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>PhD / MPH or equivalent qualification as per HEC/ PM&amp;DC Faculty Appointment Criteria in the relevant field from HEC recognized University/ Institution.</li> </ul> <p><b>Experience &amp; Research Publications:</b></p> <ul style="list-style-type: none"> <li>Must have duly recognized experience &amp; publications as per HEC/ PM&amp;DC Faculty Appointment Criteria for public health.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	45 Years
3.	<b>Clinical Research Associate (CRA)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>MBBS/ Pharm -D / BS in Clinical/ Biological Sciences.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>2-3 years of experience in Clinical Research and patient care.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	3	45 Years
<b>NUMS Directorates/ Department</b>				
4.	<b>Manager Learning Management System (LMS)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>Master's/ Bachelor degree (16 Years education) in Computer Sciences/ IT or equivalent degree from HEC recognized university/ institution. Preference will be given to higher qualification in relevant field.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Minimum 5 years of post-qualification experience including 3 years working experience in configuring/ managing learning management systems (Moodle). Active participation in the implementation, maintenance and upgrading of the system.</li> <li>Hands on experience in the integration (planning, testing and implementation) of new plugins in LMS.</li> <li>Experience of LMS of a university or educational institute required.</li> <li>Should have strong verbal/ written communication skills</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	40 Years
5.	<b>Manager Web Development</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>Master's/ Bachelor degree (16 Years education) in Computer Sciences/ IT or equivalent degree from HEC recognized university/institution. Preference will be given to higher qualification in relevant field.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Minimum 5 years of post-qualification experience including 3 years working experience in website development using PHP framework including Laravel.</li> <li>Hands-on experience of web site development with a focus on reusability, web security, consistency, and architectural oversight establishing best practices &amp; guidelines.</li> <li>Should have experience and clear understanding of website security, hosting on server, web firewall and penetration testing procedures</li> <li>Should have strong verbal/ written communication skills</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	40 Years

6.	<b>Manager</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>Masters or equivalent degree from HEC recognized University/ Institution. Preference will be given to higher qualification. Must be computer savvy.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Minimum 5 Years post qualification experience including 3 years of relevant experience in handling academic/ admission activities, office management and coordination/ Academic Administration matters in a reputed public sector university, preferably Medical College/ University/ institution recognized by HEC.</li> <li>Conversant with HEC/ PMDC policies/ rules &amp; regulations.</li> <li>Have knowledge of best practices &amp; hands on experience in drafting relevant policies and development of processes in Medical University.</li> <li>Proficient in Microsoft Word, Excel, PowerPoint and Internet browsing.</li> <li>Should have strong organizational skills excellent interpersonal &amp; communication skills.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	40 Years
7.	<b>Laboratory Technologist</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>Masters/BS (16 Years education) in the field of Medical Lab Technology from HEC recognized University/ Institution. Must be computer savvy.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>3 Years' experience as Laboratory Technologist in a reputed institution/ University or health care sector organization, preferably.</li> <li>Should have strong verbal/ written communication skills.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	40 Years
8.	<b>Junior Office Assistant/ Sub Office Assistant/ Office Assistant</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>BA/ BSc (Office Assistant) and FA/FSc (Sub Office Assistant &amp; Junior Office Assistant) or equivalent degree from recognized Institution. Preference will be given to higher qualification in relevant field. Must be computer savvy.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Minimum 10 years (Office Assistant), 7 years (Sub Office Assistant) &amp; 3 Years (Junior Office Assistant) post qualification relevant experience including 7 &amp; 5 years of working experience respectively in academic administration, office management, coordination and document handling in reputed public/ private sector organization.</li> <li>Proficient in Microsoft Word, Excel, Power point, and Internet Browsing.</li> <li>Should have strong verbal/ written communication skill</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	2/2/2	45 Years
<b>Army Medical College, Rwp</b>				
9.	<b>Associate Professor (Pharmacology)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>PhD/FCPS/M.Phil or equivalent qualification in relevant field as per PM&amp;DC/HEC criteria in the relevant field/subject.</li> </ul> <p><b>Experience &amp; Research Publications:</b></p> <ul style="list-style-type: none"> <li>Must have duly recognized experience &amp; publications as per PM&amp;DC/HEC appointment criteria.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	50 Years
10.	<b>Assistant Professor (Pharmacology)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>PhD/FCPS/M.Phil or equivalent qualification in relevant field as per PM&amp;DC/ HEC criteria in the relevant field/subject.</li> </ul> <p><b>Experience &amp; Research Publications:</b></p> <ul style="list-style-type: none"> <li>Must have duly recognized experience &amp; publications as per PM&amp;DC/ HEC appointment criteria.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	45 Years
11.	<b>Assistant Professor (Biochemistry)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>PhD/FCPS/M.Phil or equivalent qualification in relevant field as per PM&amp;DC/ HEC criteria in the relevant field/subject.</li> </ul> <p><b>Experience &amp; Research Publications:</b></p> <ul style="list-style-type: none"> <li>Must have duly recognized experience &amp; publications as per PM&amp;DC/ HEC appointment criteria.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	45 Years
12.	<b>Assistant Professor (Community Medicine)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>PhD/FCPS/M.Phil or equivalent qualification in relevant field as per PM&amp;DC/HEC criteria in the relevant field/subject.</li> </ul> <p><b>Experience &amp; Research Publication:</b></p> <ul style="list-style-type: none"> <li>Must have duly recognized experience &amp; publications as per PM&amp;DC/ HEC appointment criteria.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	45 Years
13.	<b>Demonstrator (Biochemistry)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>MBBS from HEC recognized institution/university as per PMDC Faculty Appointment Criteria.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Working Experience in relevant field at a reputed medical institution/ university will be an added advantage.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	2	40 Years

14.	<b>Demonstrator (Physiology)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>MBBS from HEC recognized institution/university as per PMDC Faculty Appointment Criteria.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Working Experience in relevant field at a reputed medical institution/ university will be an added advantage.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	2	40 Years
15.	<b>Demonstrator (Pharmacology)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>MBBS from HEC recognized institution/university as per PMDC Faculty Appointment Criteria.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Working Experience in relevant field at a reputed medical institution/ university will be an added advantage.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	2	40 Years
<b>Armed Forces Post Graduate Medical Institution (AFPGMI)</b>				
16.	<b>Professor (Public Health)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>PhD/ FCPS or equivalent qualification as per PM&amp;DC / HEC in the relevant field from HEC recognized University/ Institution.</li> </ul> <p><b>Experience &amp; Publication</b></p> <ul style="list-style-type: none"> <li>Must have duly recognized experience &amp; publications as per PM&amp;DC / HEC Faculty appointment criteria.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	55 Years

### General Conditions

- Salary package will be determined according to qualification, experience & capability.
- Basing upon competency and experience, age limit may be relaxed.
- Interested applicants can apply ONLINE through NUMS' job portal i.e. <http://careers.numspak.edu.pk>.**
- Application fee (non-refundable) for posts at Serial No. 1, 2, 9 to 12 & 16 is Rs.1500/- Serial No. 3, 4 to 7 & 13 to 15 is Rs.1000/- Serial No. 8 is Rs.500/- Please deposit said fee at Habib Bank Ltd in NUMS account and upload proof of pay through NUMS job portal. Deposit separate fee for each post. Application without fee will not be entertained.**
- Last date for submission of applications is 09 Sep 2024.** Incomplete applications shall be rejected.
- The University authorities reserve the right to accept or reject any application and increase/ decrease the number of advertised posts without assigning any reason.
- Only shortlisted candidates will be called for test/ interview and decision of the University shall remain final in all cases.
- Conflict of Interest of any kind will be demerit leading to non-selection.
- Part time, honorary, apprentice, internee and freelance experience will not be counted towards the minimum experience required.
- In case of selection, applicants presently working in Government, Semi Government and Autonomous Bodies should either resign or seek NOC from employer before joining.
- For all positions only HEC certified/verified degrees and documents will be acceptable.
- No TA/DA will be paid for test/interview.
- Any clause not included in above mentioned terms & conditions shall be dealt in accordance with the provisions on NUMS Statutes.

For more details please visit: [www.numspak.edu.pk](http://www.numspak.edu.pk)

**NUMS IS AN EQUAL  
OPPORTUNITY**

**Director Human Resource**

**NUMS Secretariat, C/O Pak Emirates Military Hospital (PEMH), The Mall, Rawalpindi Cantt.**

**Phone no. 051-5170459**

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