



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
Social Sciences & Humanities				
1.	Assistant Professor (Clinical Psychology)	<p>Qualification:</p> <ul style="list-style-type: none"> PhD in Clinical Psychology from HEC recognized University/ Institution. <p>Experience & Research Publication:</p> <ul style="list-style-type: none"> Must have duly recognized experience & publications as per HEC faculty appointment criteria for Assistant Professor. <p>For more details, please visit: www.numspak.edu.pk.</p>	1	45 Years
Department of Biological Sciences (DBS)				
2.	Assistant Professor (Artificial Intelligence/ Informatics/ Computer Science)	<p>Qualification:</p> <ul style="list-style-type: none"> PhD in relevant field from HEC recognized University/ Institution. <p>Experience & Research Publication:</p> <ul style="list-style-type: none"> Must have duly recognized experience & publications as per HEC faculty appointment criteria for Assistant Professor. <p>For more details, please visit: www.numspak.edu.pk.</p>	1	45 Years
NUMS (Directorate / Department)				
3.	Project Director	<p>Qualification:</p> <ul style="list-style-type: none"> Master's in Medical Administration with basic degree of MBBS/ BDS from HEC/ PM&DC recognized University/ Institution. Preference will be given to higher qualification especially Allied Health related discipline. <p>Experience</p> <ul style="list-style-type: none"> Minimum 15-17 Years relevant experience including 10 years of enriched experience in coordination/ management and administration of healthcare setups/ projects at similar position in Government/ Autonomous, national or international organizations. Such experience at national level university will be an added preference. Well-versed with Government rules & regulations for handling of healthcare projects in National & International organizations. Experience of active medical administration and project management preferably training/ development in medical outfit and working experience in formulation/ implementation of project related policies. Should have strong verbal/ written communication skills. <p>For more details, please visit: www.numspak.edu.pk.</p>	1	57 Years
4.	Director/ Additional Director (Legal)	<p>Qualification:</p> <ul style="list-style-type: none"> LLB from HEC recognized University/ Institution. Preference will be given to LLM. Must possess Valid license to practice at High/ Supreme Court. <p>Experience:</p> <ul style="list-style-type: none"> Minimum 15 years (Director) and 12 Years (Additional Director) law practicing experience including 7 years of experience in management of legal affairs at similar position in Public/ Private sector University/ Institutions with exemplary service record. Well versed with Government rules & regulations and service in Civil/ Military legal departments especially service in JAG Branch will be preferred. Conversant with legal drafting of polices/ regulations, especially related to Universities/ Institutes. <p>(The Candidates who have already applied for this post are not required to apply again)</p> <p>For more details, please visit: www.numspak.edu.pk.</p>	1	57 Years

5.	Deputy Director (Inspection)	<p>Qualification:</p> <ul style="list-style-type: none"> • MBBS/ BDS from HEC recognized University/ Institution. Preference will be given to Masters or higher qualification in Medical Administration/ Public Health. Must be computer savvy. <p>Experience:</p> <ul style="list-style-type: none"> • Minimum 10 Years relevant experience including 5-7 years in management/ inspection of affiliated colleges/ institutes of a reputed Medical University. • Well-versed with National & International affiliations/ accreditation/ regulations of teaching/healthcare institutions. Knowledge of ISO & JCI standards will be preferred. • Should have strong verbal/ written communication skills. <p>For more details, please visit: www.numspak.edu.pk.</p>	1	55 Years
6.	Assistant Controller of Examination	<p>Qualification:</p> <ul style="list-style-type: none"> • Masters/ Bachelor's degree (16 years education) preferably in Management / Administration / Medical Sciences related discipline, from HEC recognized University/ Institution. <p>Experience</p> <ul style="list-style-type: none"> • Minimum 7 years post qualification relevant experience in Management/ Administration / Academics including a minimum of 5 years working experience in HEC recognized University/ Medical Institution. • Preference shall be given to Experience of working in Examination Dept of a Medical University/Medical Institution. • Well versed with Government rules and Regulations of PM&DC / HEC and other relevant regulatory bodies. • Should have strong verbal/ written communication skills. <p>For more details, please visit: www.numspak.edu.pk.</p>	1 Station: Lahore	45 Years
7.	Manager (Finance)	<p>Qualification:</p> <ul style="list-style-type: none"> • Master's/ Bachelor degree (16 Years education) in Accounting/ Finance/ Commerce or equivalent from HEC recognized University/ Institution. Preference will be given to higher qualification in relevant field. Must be computer savvy. <p>Experience:</p> <ul style="list-style-type: none"> • Minimum 5 Years post qualification experience including 3 years of working experience in maintaining Financial record, Double Entry, Accounting Software and Financial/ Reporting, Handling Banking Transaction in reputed public/ private sector organization, preferably at similar position. • Well versed with government applicable taxes and deposit all the applicable taxes and other payments to government through FBR online portal. • Proficient in Microsoft Word, Excel, Power point, and Internet Browsing. • Should have strong verbal/ written communication skills. <p>(The Candidates who have already applied for this post are not required to apply again)</p> <p>For more details, please visit: www.numspak.edu.pk.</p>	1	40 Years
8.	Manager (Graphic Design)	<p>Qualification:</p> <ul style="list-style-type: none"> • Masters/ Bachelor's degree (16 Years education) preferably in Computer Science/ Computer Arts/ Visual Communication & Design/ equivalent degree from HEC recognized University/ Institution. Preference will be given to higher qualification. <p>Experience</p> <ul style="list-style-type: none"> • Minimum 5 Years post qualification relevant experience including 3 years diverse work experience in a reputed organization. • Ability to conceptualize and implement creative design solutions that effectively communicate complex ideas or data in visually compelling formats. • Contributes to all phases of the development and production of visual communication materials (print & digital). Preference will be given to candidates with experience in motion graphics and animation for digital platforms. • Proven ability to work under pressure with exceptional speed and accuracy to meet tight deadlines without compromising the quality of design output. <p>For more details, please visit: www.numspak.edu.pk.</p>	1	40 Years

9.	Manager (Public Affairs)	<p>Qualification:</p> <ul style="list-style-type: none"> Masters or equivalent degree from HEC recognized University/ Institution. Preference will be given to higher qualification and specialization in Marketing/ Mass/ Digital Communication. Must be computer savvy. <p>Experience:</p> <ul style="list-style-type: none"> Minimum 5 Years' post qualification relevant experience including 3 years working experience (marketing, advertising, branding, market research, digital communication, social media, competitive analysis and strategy development) in the reputed National/ International Organization. Well versed in market research methodologies, data analytics and ability to develop cohesive and implementable strategies in line with University vision & mission. Proficient in Microsoft Word, Excel, Power point and Internet Browsing. Should have strong verbal/written communication skills. <p>For more details, please visit: www.numspak.edu.pk.</p>	1	40 Years
10.	Manager (Registration & Admission)	<p>Qualification:</p> <ul style="list-style-type: none"> Master's/ Bachelor degree (16 Years education) preferably in Management and Business Administration from HEC recognized University/ Institution. Preference will be given to higher qualification in relevant field. Must be computer savvy. <p>Experience:</p> <ul style="list-style-type: none"> Minimum 5 Years post qualification experience including 3 years of relevant experience in handling of Registration & Admission activities, office management of Academic matters in a reputed public/ private organization. Experience at a medical university/ institution will be an added preference. Conversant with HEC/ PM&DC policies/ rules & regulations. Have knowledge of best practices & hands on experience in drafting relevant policies/ processes and handling of statutory body meetings in Medical University. Proficient in Microsoft Word, Excel, PowerPoint and Internet browsing. Should have strong organizational skills excellent interpersonal & communication skills. <p>For more details, please visit: www.numspak.edu.pk.</p>	1	40 Years
11.	Software Developer (Asp.net)	<p>Qualification:</p> <ul style="list-style-type: none"> 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. <p>Experience:</p> <ul style="list-style-type: none"> Minimum 4-5 years of Post-qualification experience in developing and maintaining web portals Using ASP.NET, C# (Web Form and MVC) & JQuery. Hand on experience in web portal security, cloud computing and latest web technologies are also required. Should have strong verbal/written communication skills. <p>For more details, please visit: www.numspak.edu.pk.</p>	2	40 Years
12.	Assistant Librarian	<p>Qualification:</p> <ul style="list-style-type: none"> Masters in Library and Information System (MLIS) or equivalent degree from HEC recognized university/ Institution. Preference will be given to higher qualification in relevant field. Must be computer savvy. <p>Experience:</p> <ul style="list-style-type: none"> Minimum 2 - 5 years' relevant experience including knowledge of Integrated Library Systems. Applicant should have working experience of library. Well versed in handling Library software's e. g Koha, Digital Library Calibre etc. Proficient in Microsoft Word, Excel, Power point, and Internet Browsing. Should have strong interpersonal and team coordination skills. <p>For more details, please visit: www.numspak.edu.pk.</p>	1	35 Years
13.	Telephone/ Exchange Operator	<p>Qualification:</p> <ul style="list-style-type: none"> FA/ FSc/ DAE with relevant technical courses. Preference will be given to higher qualification. <p>Experience:</p> <ul style="list-style-type: none"> Minimum 8-10 years of relevant working experience in reputed public/ private sector organizations. Should have strong verbal communication skills. <p>For more details, please visit: www.numspak.edu.pk.</p>	1	40 Years

Project Development of NUMS/ NIASR				
14.	Assistant Professor (Nutrition)	<p>Qualification:</p> <ul style="list-style-type: none"> PhD in relevant field from HEC recognized University/ Institution. <p>Experience & Research Publication:</p> <ul style="list-style-type: none"> Must have duly recognized experience & publications as per HEC faculty appointment criteria. Preference will be given to candidates having research expertise in Clinical Nutrition and Dietetics/ Nutritional Biochemistry/ Nutrigenomics. <p>For more details, please visit: www.numspak.edu.pk.</p>	1	45 Years
15.	Registered Nurse Officer	<p>Qualification:</p> <ul style="list-style-type: none"> BSc Nursing from PNC recognized Institution/ University with valid registration from Pakistan Nursing Council. <p>Experience:</p> <ul style="list-style-type: none"> Minimum 3-5 Years experience as Registered Nurse in reputed public/ private sector Hospitals/ Medical institutions. <p>For more details, please visit: www.numspak.edu.pk.</p>	1	40 Years
Project Management Unit (PMU) - NIASR				
16.	Sub Engineer (E&M)	<p>Qualification:</p> <ul style="list-style-type: none"> DAE (Electrical), preference will be given to higher qualification. <p>Experience:</p> <ul style="list-style-type: none"> Minimum 12-15 years post qualification experience in Electrical & HVAC works in multi-story building projects. Preference will be given to individuals having HVAC installation experience with multinational companies. <p>For more details, please visit: www.numspak.edu.pk.</p>	1	50 Years
Army Medical College, Rwp				
17.	Associate Professor/ Assistant Professor (Medical Education)	<p>Qualification:</p> <ul style="list-style-type: none"> PhD/ MHPE or equivalent degree in relevant field as per PM&DC/ HEC Faculty appointment criteria of Medical Education Faculty, with MBBS as first degree. <p>Experience & Research Publication</p> <ul style="list-style-type: none"> Must have duly recognized experience & publications as per PM&DC/ HEC Faculty appointment criteria for Medical Education Faculty. Working/ practical experience in relevant field at a reputed medical Institution/ University will be an added advantage. <p>For more details, please visit: www.numspak.edu.pk.</p>	1/1	50/45 Years
18.	Associate Professor (Community Medicine)	<p>Qualification:</p> <ul style="list-style-type: none"> PhD/ FCPS/ MPhil or equivalent qualification in relevant field as per PM&DC/ HEC criteria in the relevant field/ subject. <p>Experience & Research Publication</p> <ul style="list-style-type: none"> Must have duly recognized experience & publications as per PM&DC/ HEC appointment criteria. <p>For more details, please visit: www.numspak.edu.pk.</p>	1	50 Years
19.	Assistant Professor (Dental Materials)	<p>Qualification:</p> <ul style="list-style-type: none"> PhD/ FCPS/ MPhil or equivalent qualification in relevant field as per PM&DC/ HEC criteria in the relevant field/ subject. <p>Experience & Research Publication</p> <ul style="list-style-type: none"> Must have duly recognized experience & publications as per PM&DC/ HEC appointment criteria. <p>For more details, please visit: www.numspak.edu.pk.</p>	1	45 Years
20.	Demonstrator (Community Medicine)	<p>Qualification:</p> <ul style="list-style-type: none"> MBBS from PM&DC/ HEC recognized institution/ university as per PM&DC Faculty Appointment Criteria. <p>Experience:</p> <ul style="list-style-type: none"> Working Experience in relevant field at a reputed medical institution/ university will be an added advantage <p>For more details, please visit: www.numspak.edu.pk.</p>	2	40 Years
21.	Demonstrator (Oral Pathology)	<p>Qualification:</p> <ul style="list-style-type: none"> BDS from PM&DC/ HEC recognized institution/ university as per PM&DC Faculty Appointment Criteria. <p>Experience:</p> <ul style="list-style-type: none"> Working Experience in relevant field at a reputed medical institution/ university will be an added advantage. <p>For more details, please visit: www.numspak.edu.pk.</p>	1	40 Years
22.	Lecturer (Media Studies/ Videography)	<p>Qualification:</p> <ul style="list-style-type: none"> MPhil degree in relevant field from HEC recognized Institution/ University. Preference will be given to higher qualification. <p>Experience:</p> <ul style="list-style-type: none"> Preferably 3-years teaching experience in a reputed Institution/ University. <p>For more details, please visit: www.numspak.edu.pk.</p>	1	40 Years

Armed Forces Post Graduate Medical Institution (AFPGMI)				
23.	Associate Professor/ Assistant Professor (Public Health)	<p>Qualification:</p> <ul style="list-style-type: none"> PhD/ FCPS/ MPhil or equivalent qualification in relevant field as per PM&DC/ HEC criteria in the relevant field/ subject. <p>Experience & Research Publication</p> <ul style="list-style-type: none"> Must have duly recognized experience & publications as per PM&DC/ HEC appointment criteria. <p>For more details, please visit: www.numspak.edu.pk.</p>	1/1	50/45 Years
KHUNAMS				
24.	Professor (Nursing)	<p>Qualification:</p> <ul style="list-style-type: none"> PhD (Nursing/ Health related subject)/ MSN/ MSPH from HEC/ PNC recognized University/ Institution. Preference will be given to higher qualification. <p>Experience & Research Publication:</p> <ul style="list-style-type: none"> Must have duly recognized experience & publications as per Pakistan Nursing Council (PNC) faculty appointment criteria. <p>For more details, please visit: www.numspak.edu.pk.</p>	1	55 Years
25.	Assistant Director (Admin & Security)	<p>Qualification:</p> <ul style="list-style-type: none"> Master/ Bachelor (16 Years education) or equivalent degree preferably in Management / Administration/ security related fields from HEC recognized University/ Institution. Preference will be given to higher qualification. Must be computer savvy. <p>Experience:</p> <ul style="list-style-type: none"> Minimum 7 Years post qualification experience including 5 years' experience in general administration/ security of Health Care and academic setups in reputed public/ private sector organizations. Experience at University/ academic setups will be an added preference. Conversant with government rules & regulation including PPRA etc. Should have strong verbal/ written communication skills. <p>For more details, please visit: www.numspak.edu.pk.</p>	1	45 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 to 6, 14, 17 to 19 & 23 to 25 is Rs.1500/- Serial No. 7 to 11, 15, 16 & 20 to 22 is Rs.1000/-. Serial No. 12 & 13 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 17th Feb 2025. 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.

NUMS IS AN EQUAL
OPPORTUNITY

For more details please visit: www.numspak.edu.pk

Director Human Resource

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

Phone no. 051-5170459

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