

Applications are invited from qualified Pakistani nationals for the following posts in the National University of Medical Sciences, Rawalpindi on contractual basis: -

Ser #	Name of Post (s) & Department (s)	Qualification & Experience	Max Age on Closing
1.	<b>Chief Financial Officer</b>	<b>Qualification:</b> CA/ Masters in any of the relevant Social Sciences disciplines, such as economics, commerce, sociology, financial/ public policy etc. <b>Experience:</b> a. Sound analytical, decision making, leadership, collaboration and negotiation skills. b. Well versed with government and international donor financial management, requirements and regulations, budget making etc. c. Minimum 15 years of relevant experience in progressively responsible position in national/ international organization/s. Experience with Higher Education Institutions/ Financial institution will be preferred.	63 Yrs
2.	<b>Controller of Examinations</b>	<b>Qualification:</b> Masters/ PhD/FCPS or equivalent. <b>Experience:</b> a. Minimum 3 years of experience in Examination Department on Senior Managerial position. b. Overall at least 12-15years experience in examinations/ teaching/ administrative position in HEC recognized teaching institutes.	55 Yrs
3.	<b>Associate Dean</b> Health Professions Education (Assessment & Evaluation Lead)	<b>Qualification:</b> MBBS plus MPH/ PhD/FCPS or equivalent in Health Professions Education. <b>Experience:</b> 10-years of experience in relevant field at a senior position as Associate Professor or above in HEC recognized university or reputed foreign university.	55 Yrs
4.	<b>Associate Dean</b> Health Professions Education (Post Graduate Education Lead)	<b>Qualification:</b> MBBS with MPH/ PhD/FCPS or equivalent in Health Professions Education. <b>Experience:</b> 10-years of clinical experience, structured residency, Fellowship in relevant field and experience at a senior position as Associate Professor or above in HEC recognized university or reputed foreign university.	55 Yrs
5.	<b>Director Health Innovation</b>	<b>Qualification:</b> MBBS with PhD/Masters. <b>Experience:</b> Relevant experience greater than 5 years in Health Innovations/ entrepreneurship. Proven track record of research grants/funding.	55 Yrs
6.	<b>Additional Director</b> Health Professions Education	<b>Qualification:</b> MBBS with Masters/PhD/Fellowship Health Professions Education. <b>Experience:</b> 05 years relevant experience as Assistant Professor and above position. Previous track record of research grants/ fellowship.	55 Yrs
7.	<b>Additional Director</b> Clinical Research	<b>Qualification:</b> MBBS plus PhD/Masters in relevant field. Certification in clinical research is required. <b>Experience:</b> Relevant experience greater than 3 years in managing a clinical trial unit at a reputed institution.	55 Yrs
8.	<b>Deputy Directors</b> (Quality Assurance, Human Resource)	<b>Qualification:</b> Masters degree or equivalent. Post-graduate qualification in relevant discipline or PhD will be preferred. <b>Experience:</b> Minimum 8 years experience in relevant field and at least 4 years in a managerial capacity at higher learning or other reputed institutions.	55 Yrs
9.	<b>Assistant Directors</b> (Quality Assurance, Academics, Examination, Content Developer, Copywriter, Resource Development)	<b>Qualification:</b> Masters degree or equivalent. Post-graduate qualification in relevant discipline or PhD will be preferred. <b>Experience:</b> Minimum 3 years experience in relevant field and at least 2 years in a managerial capacity at higher learning or other reputed institutions	45 Yrs
10.	<b>Assistant Director</b> (Clinical Research)	<b>Qualification:</b> MBBS plus PhD/Masters/ PGD in clinical research. <b>Experience:</b> Relevant experience greater than 3 years in clinical trials at a reputed institution.	45 Yrs
11.	<b>Assistant Director ORIC</b>	<b>Qualification:</b> Masters/PhD in Science. Initial degree of MBBS will be preferred. <b>Experience:</b> Relevant experience greater than 2 years in entrepreneurship/ innovation.	45 Yrs
12.	<b>Research Pharmacist</b>	<b>Qualification:</b> Pharm-D, M-Pharm with certification in clinical research or Masters in relevant field. <b>Experience:</b> At least one year experience in clinical trial unit of repute.	50 Yrs
13.	<b>Nurse Manager</b> (Research)	<b>Qualification:</b> BSN Nursing with certification/ Masters in clinical research. <b>Experience:</b> Relevant experience greater than 2 years in clinical research.	45 Yrs
14.	<b>Clinical Research Associates/Research Assistant/ Clinical Trials Coordinators</b>	<b>Qualification:</b> MBBS or Pharm D or BSc Nursing or Masters in relevant field. Additional essential qualification: CCRP/IPPCR/PPCR. <b>Experience:</b> Relevant experience greater than 01 year in reputable clinical trials units within Pakistan or abroad.	40 Yrs
15.	<b>Managing Editor and Bibliographer</b>	<b>Qualification:</b> Masters or equivalent. <b>Experience:</b> With at least 4 years relevant experience working with HEC "X" category Journal or W category (international Journal). Working experience with health, medical, or scientific journals will be preferred. Relevant computer skills are mandatory.	55 Yrs

**General Conditions**

1. All appointments are purely on contract basis (Renewable).
2. Salary package will be determined per qualification & experience.
3. Maximum age can be relaxed in case of exceptional higher qualification and/or experience.
4. **Interested applicants can apply online. (Application form is available at [www.numspak.edu.pk](http://www.numspak.edu.pk).)**
5. The last date for submission of applications is Friday April 7<sup>th</sup>, 2017.
6. The University authorities reserve the right to accept or reject any application without assigning any reason.
7. Late and incomplete applications shall not be entertained.
8. For all positions, only HEC recognized degrees will be acceptable. Original testimonials will be required to produce during interview.
9. Only Shortlisted candidates will be called for test/ interview.
10. Applicants presently working in Government, Semi Government and Autonomous Bodies should send their applications through Proper Channel only. Advance copies are not acceptable.
11. No TA/DA will be paid for test/interview.

**APPLY ONLINE** [www.numspak.edu.pk](http://www.numspak.edu.pk)

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