



NATIONAL UNIVERSITY OF MEDICAL SCIENCES

SITUATIONS VACANT

National University of Medical Sciences (NUMS) is a Federal Public Sector University, with the 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 alongwith Social & Behavioral Sciences. Moreover, at its Islamabad Campus spread over 1000 acres, a Medical City is being established inclusive of a 4000 bed health-care facility and will offer diverse programs in all disciplines of knowledge with emphasis on Biological & Medical Sciences.

NUMS is seeking applications from Pakistani national of high caliber, self-motivated and reflective professionals having excellent interpersonal communications skills for the following faculty and administrative/technical positions on contractual basis:-

Sr No	Name of Post (s)	Qualification & Experience	Max Age on Closing
1	Professor/Associate Professor/Assistant Professor/ Senior Lecturers. Health Professions Education (HPE) (NPS/TTS)	Qualification: PhD/ Master or equivalent in HPE from any HEC/PM&DC recognized University/ Institution with basic degree MBBS/BDS. Experience & Publication(s): Must have duly recognized/registered experience & publications as per PM&DC appointment criteria with atleast 3 years Professional/working experience in Health Professions Education. (For details, please visit: http://www.numspak.edu.pk)	*55/ *50/ *45 Years
2	Assistant Professor (Mathematics, Logic, Philosophy) (NPS/TTS)	Qualification: PhD in relevant field from HEC recognized University/ Institution. Experience: 2-years post PhD relevant experience in teaching/ research will be preferred. (For details, please visit: http://www.numspak.edu.pk)	*45 Years
3	Assistant Director(s) Health Professions Education (HPE) (Assessment)	Qualification: MBBS/BDS/MHPE or Masters/M.Phil, preferably in Bio- Statistics/ Biological Sciences/ Educational Psychology from an HEC recognized University/Institution. Must be computer savvy. Experience: - Minimum 7-years Post qualification experience including 3-5 years of working experience in student Assessment/Quality Assurance in a reputed University /organization. - Should have strong verbal/ written communications skills and proficiency in MS Office.	*45 Years
4	Software Developer (Asp.net)	Qualification: 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. Experience: Minimum 5-years of Post qualification experience including 3-years working experience in managing/ creating web portals using Asp.net (MVC & Web forms). - Expertise in security of web portals, connecting database with web portals, cloud computing and latest web technologies. Should have strong interpersonal and team coordination skills.	*40 years
5	Software Developer (PHP)	Qualification: 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. Experience: Minimum 5-years of Post qualification experience including 3-years working experience in managing/ creating web portals using Angular and PHP. - Experience of Moodle Work Flow & customization will be preferred. - Expertise in security of web portals, connecting database with web portals, cloud computing and latest web technologies. Should have strong interpersonal and team coordination skills.	*40 years
6	Team Lead (Brand Promotion)	Qualification: Master's degree from HEC recognized University/ Institution, preferably in Management or Humanities etc. Must be computer savvy. Experience: - Minimum 10-years' Post qualification relevant experience including 7 years working experience in the relevant field (marketing, advertising, branding) in a multinational, advertising, education & industry. - Should have working knowledge of finance, market research, marketing theories, marketing communication and consumer behavior. - Extensive experience in branding campaigns, leadership qualities and industry background. Should have strong interpersonal and communication skills.	*45 years
7	Assistant Director Security	Qualification: Master's/ Bachelor degree (16 Years education) or equivalent degree from HEC recognized University/Institution. Must be computer savvy. Experience: Minimum 7-years of Post qualification experience including 5-years working experience in security management in a reputed Public/ Private sector organization. Should have strong interpersonal and communication skills.	*45 years
8	Sub Office Assistant	Qualification: FA/ Fsc/ ICS or equivalent with 5 years' experience or Matric with 7 years' experience with proficiency in Microsoft Word, Excel, Power Point and internet browsing with minimum typing speed of 35 WPM. Experience: Intermediate with 3 years and Matric with 5 years' service as Junior Office Assistant/ LDC or equivalent in a Public / Private sector organization. Expert use of MS-Office is mandatory along with practical knowledge of document handling and office management.	*45 years
9	Junior Office Assistant	Qualification: FA/ Fsc/ ICS or equivalent with 3 years' experience or Matric with 5 years' experience with proficiency in Microsoft Word, Excel, Power Point and internet browsing with minimum typing speed of 30 WPM. Experience: Intermediate with 2 years and Matric with 3 years' service as LDC or equivalent in a Public / Private sector organization. Expert use of MS-Office is mandatory along with practical knowledge of document handling and office management.	*40 years
10	Head Chef	Qualification: Graduate (14 Years education) with diploma in cooking from reputed institution. Preference will be given to higher qualification in relevant field. Experience: Minimum 10 years' working experience as Chef/ Head Chef in reputed organization/ Hotel / Mess with expertise in cooking of Chinese, Pakistani & Continental Dishes etc.	*45 years
11	Assistant Chef	Qualification: Matric with diploma in cooking from reputed institution. Preference will be given to higher qualification in relevant field. Experience: Minimum 5 years of working experience as Chef/Cook in reputed organization/Hotel/Mess with expertise in cooking of Chinese, Pakistani & Continental Dishes etc.	*45 years
12	Telephone/ Exchange Operator	Qualification: Middle with relevant technical courses. Preference will be given to higher qualification. Experience: Minimum 10 years relevant working experience in reputed Public/ Private sector organization.	*45 years
13	Dispatch Rider(DR)	Qualification: Middle with valid motorcycle driving license. Preference will be given to higher qualification in relevant field. Experience: Minimum 3-5 years relevant Experience in reputed Public/ Private sector organization.	*45 years
14	Driver	Qualification: Middle with Valid LTV/ HTV driving license. Preference will be given to higher qualification. Experience: Minimum 10-years' Experience in reputed Public/ Private sector organization. Preference will be given to Ex- staff car driver.	*45 years
15	Office Attendant (Catering)	Qualification: Literate. Preference will be given to higher qualification. Experience: Minimum 5 years' working experience as waiter in reputed Public/ Private sector organization/ Mess/ Hotel.	*45 years
16	Office Attendant	Qualification: Literate. Preference will be given to higher qualification. Experience: Minimum 5 years' working experience in office environment with handling of files/documents in reputed Public/ Private sector organization.	*45 years
17	Security Guard	Qualification: Middle. Preference will be given to higher qualification. Experience: Minimum 10 years relevant experience in reputed Public/ Private sector organization. Preference will be given to Ex-Army person.	*45 years
18	Sanitary Worker	Qualification: Literate. Preference will be given to higher qualification. Experience: Minimum 3-5years relevant experience in reputed Public/ Private sector organization.	*45 years

General Conditions:

- All appointments are on contract basis (Renewable).
- Salary package will be determined according to qualification, experience & capability.
- Interested applicants can apply ONLINE only through NUMS' job portal i.e. <http://jobs.numspak.edu.pk>. However, candidates applying for positions from serial 12-18 may apply by sending Hard Copy of detailed CV on address mentioned below.
- Last date for submission of applications is **25th February 2019**. Incomplete applications or applications containing incorrect information shall be rejected.
- The University authorities reserve the right to accept or reject any application without assigning any reason.
- *Maximum age limit relaxable under specialized circumstances/ experienced cases.
- Only shortlisted candidates will be called for test/ interview.
- 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/PM&DC 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 & condition shall be dealt in accordance with the provisions on NUMS Statutes.

NUMS IS AN EQUAL OPPORTUNITY EMPLOYER

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

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Ad No. 1/2019