



**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>NUMS Research Facilitation Center (NRFC)/Acad Dte</b>				
1.	<b>Assistant Professor (Bio- Statistician)</b>	<p><b>Qualification: -</b></p> <ul style="list-style-type: none"> <li>Ph.D. in relevant field from HEC recognized University/ Institution. Must be computer savvy.</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 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	45 Years
<b>NUMS (Directorate / Department)</b>				
2.	<b>Deputy Director (Design &amp; Infrastructure)</b>	<p><b>Qualification: -</b></p> <ul style="list-style-type: none"> <li>Bachelors/Master’s degree (16 Years education) in Civil Engineering from HEC recognized University/ Institution. Preference will be given to higher qualification and specialty in structural engineering. Must be computer savvy</li> </ul> <p><b>Experience: -</b></p> <ul style="list-style-type: none"> <li>Minimum 10 Years post qualification experience including 7 years enriched experience in design of multi-story building projects.</li> <li>Experience of infrastructure development, Administrative, residential and hostel buildings construction execution in government/ autonomous organization at similar position. Such experience at national level university will be an added preference.</li> <li>Candidates having experience of working in PSDP projects will be preferred.</li> <li>Well versed with Government rules &amp; regulations and Audit requirement in relevant field.</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	50 Years
3.	<b>Assistant Director (Digital Marketing &amp; Media)</b>	<p><b>Qualification: -</b></p> <ul style="list-style-type: none"> <li>MS (Marketing/ Business Administration) from HEC recognized University/ Institutions. Preference will be given to foreign qualification/ higher degree.</li> </ul> <p><b>Experience: -</b></p> <ul style="list-style-type: none"> <li>Minimum 7 years relevant experience including 5 years’ diverse work experience (Digital Marketing, Media &amp; Marketing operations, competitive analysis, data analytics &amp; social media campaigns etc) in a reputed organization preferably in the higher education sector/ Medical institutions.</li> <li>Practical experience/ knowledge of using Social Media with artistic designing skills to deliver promotional messages and campaigns, increase product/mission awareness while maintaining brand recognition through graphics, videos, blog posts etc.</li> <li>Hands on experience of working on social media platforms and other formats, in-line with university’s promotional and branding goals.</li> <li>Should have strong organizational skills, excellent interpersonal &amp; communication skills, quick thinker and driven by energy and enthusiasm.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	45 Years
4.	<b>Assistant Director (Human Resource)</b>	<p><b>Qualification: -</b></p> <ul style="list-style-type: none"> <li>Bachelors/Master’s degree (16 Years education) from HEC recognized University/ Institution preferably in HRM. 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 7 years’ experience including 5 years working experience respectively in the area of HRM in HEC recognized University/ Medical Institution/ reputed organizations.</li> <li>Well versed with government rules and regulations including HEC/ PMDC.</li> <li>Should have Sound knowledge of emerging technologies &amp; hands on experience in policy formulation, implementation and development of processes in HRM.</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> (Candidates who have already applied for this post need not to apply again)</p>	1	45 Years

5.	<b>Assistant Director (Software Development)</b>	<p><b>Qualification: -</b></p> <ul style="list-style-type: none"> <li>Bachelors/Master's 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 7 years of Post qualification working experience in managing/creating new web portals using Asp.net (MVC, Web forms, SQL server, bootstrap &amp; JQuery/ JavaScript).</li> <li>Expertise in security of web portals, cloud computing and latest web technologies is required.</li> <li>Should have strong interpersonal and team coordination skills.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	2	45 Years
6.	<b>Assistant Manager (Python Development)</b>	<p><b>Qualification: -</b></p> <ul style="list-style-type: none"> <li>Bachelors/Master's 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 3 years of Post qualification working experience in Python development and maintenance preferably related to education or health sector. Experience in Selenium test suite is required</li> <li>Should have strong interpersonal and team coordination skills</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	35 Years
7.	<b>Office Attendant</b>	<p><b>Qualification: -</b></p> <ul style="list-style-type: none"> <li>Literate, preference will be given to higher qualification.</li> </ul> <p><b>Experience: -</b></p> <ul style="list-style-type: none"> <li>Minimum 1-2 years relevant experience of handling official documents in reputed public sector university, preferably federal public medical University. (Post reserved against disabled quota)</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	25 Years
Army Medical (AM) College, Rawalpindi				
8.	<b>Demonstrator (Pediatric Dentistry)</b>	<p><b>Qualification: -</b></p> <ul style="list-style-type: none"> <li>BDS from PM&amp;DC/HEC recognized Institution/University as per PM&amp;DC Faculty Appointment Criteria</li> </ul> <p><b>Experience: -</b></p> <ul style="list-style-type: none"> <li>Working experience in Preventive/Pediatric Dentistry at Medical Institution will be preferred.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	40 Years

## **General Conditions**

1. Salary package will be determined according to qualification, experience & capability.
  2. Basing upon competency and experience, age limit may be relaxed.
  3. Interested applicants can apply ONLINE through NUMS' job portal i.e. <http://careers.numspak.edu.pk>. Serial 7 can also apply by sending their application forms and CVs on postal address given below. Application form is available at <http://careers.numspak.edu.pk/>
  4. Application fee (non-refundable) for posts at Serial No. 1- 5 is Rs.1500/- for Serial No. 6 & 8 is Rs. 1000/- No fee for serial No 7. 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.
  5. Last date for submission of applications is **2<sup>nd</sup> May 2023**. Incomplete applications shall be rejected.
  6. The University authorities reserve the right to accept or reject any application and increase/ decrease the number of advertised posts without assigning any reason.
  7. Only shortlisted candidates will be called for test/ interview.
  8. Part time, honorary, apprentice, internee and freelance experience will not be counted towards the minimum experience required.
  9. In case of selection, applicants presently working in Government, Semi Government and Autonomous Bodies should either resign or seek NOC from employer before joining.
  10. For all positions only HEC certified/verified degrees and documents will be acceptable.
  11. No TA/DA will be paid for test/interview.
  12. 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 EMPLOYER**

**Director Human Resource  
NUMS Secretariat, C/O Pak Emirates Military Hospital (PEMH), The Mall, Rawalpindi Cantt.  
Phone no. 051-5170459**

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