



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
NUMS (Directorate / Department)				
1.	Consultant/ Expert (Quality Assurance)	<p>Qualification:</p> <ul style="list-style-type: none"> MS/MPhil degree (18 years' education) or equivalent qualification 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 15 years of post-qualification experience at Senior Managerial positions in the area of Quality Assurance/QEC/ISO in HEC recognized universities /institutions/ health care sector. Practical Experience of National & International quality audits/ accreditation/ evaluation/ reviews / rules & regulations/ policies of regulating bodies of public sector universities/ healthcare institution. Have sound knowledge of emerging technologies & hands on experience in formulation & implementation of policies/ standards of Quality Assurance in Higher Education and ISO. <p>Terms of conditions:</p> <ul style="list-style-type: none"> Appointment for a period of one year. Terms of engagement shall be determined during selection process. Salary Package commensurating with qualification and experience. <p>For more details, please visit: www.numspak.edu.pk</p>		
Project Management Unit (PMU-NIASR)				
2.	Project Manager (PMU)	<p>Qualification:</p> <ul style="list-style-type: none"> Bachelors/Master's (16 years education) degree in Civil Engineering from HEC recognized University/Institution. Should be PEC registered and preferable PMP certified. Preference will be given to higher qualification. Must be Computer savvy. <p>Experience:</p> <ul style="list-style-type: none"> Minimum 10 years' practical experience in the supervision/management of mega project. Preference will be given to personnel having hands-on experience in the supervision of hospitals/multi-story building and handling of specialized engineering equipment relevant to multi-story building construction for fast track projects. Market competitive package will be offered. <p>For more details, please visit: www.numspak.edu.pk</p>	1	55 Years
3.	Quantity Surveyor (PMU)	<p>Qualification:</p> <ul style="list-style-type: none"> DAE (Civil), preference will be given to higher qualification in the relevant field. <p>Experience:</p> <ul style="list-style-type: none"> Worked as Assistant Quantity Surveyor for 7-10 years on diversified civil engineering construction and multi-story buildings construction projects. <p>For more details, please visit: www.numspak.edu.pk</p>	1	45 Years
Department of Psychology				
4.	Assistant Professor (Psychology)	<p>Qualification:</p> <ul style="list-style-type: none"> PhD or equivalent qualification in the relevant field from HEC recognized University/ Institution. <p>Experience & 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
5.	Lecturer (Psychology)	<p>Qualification:</p> <ul style="list-style-type: none"> MPhil/ MS (18 years education) in Psychology or equivalent from HEC recognized University/ Institution. Preference will be given to higher qualification in relevant field. <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

Department of Clinical Psychology				
6.	Lecturer (Clinical Psychology)	<p>Qualification:</p> <ul style="list-style-type: none"> MPhil/ MS (18 years education) in Clinical Psychology or equivalent from HEC recognized University/ Institution. Preference will be given to higher qualification in relevant field. <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
NUMS (Directorate / Department)				
7.	Deputy Director (Design & Infrastructure)	<p>Qualification:</p> <ul style="list-style-type: none"> Bachelors/Master's degree (16 Years education) in Civil Engineering from HEC recognized University/ Institution. Preference will be given to specialty in structural engineering. <p>Experience</p> <ul style="list-style-type: none"> Minimum 10 Years' experience including 7 years enriched experience in design of multi-story building projects. 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. Candidates having experience of working in PSDP projects will be preferred. Well versed with Government rules & regulations and Audit requirement in relevant field. Should have strong verbal/ written communication skills. <p>For more details, please visit: www.numspak.edu.pk (Candidates who have already applied for this post need not to apply again)</p>	1	50 Years
8.	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 post qualification relevant experience including 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 institution. Knowledge of ISO & JCI standards is highly desirous. Should have strong verbal/ written communication skills. <p>For more details, please visit: www.numspak.edu.pk (Candidates who have already applied for this post need not to apply again)</p>	1	50 Years
9.	Assistant Director (Digital Marketing & Media)	<p>Qualification:</p> <ul style="list-style-type: none"> Master's/ Bachelors (16 years education) in Marketing/ Business Administration from HEC recognized University/ Institutions. Preference will be given to foreign qualification/ higher degree. <p>Experience</p> <ul style="list-style-type: none"> Minimum 7 years relevant experience including 5 years' diverse work experience (Digital Marketing, Media & Marketing operations, competitive analysis, data analytics & social media campaigns etc.) in a reputed organization preferably in the higher education sector/ Medical institutions. 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. Hands on experience of working on social media platforms and other formats, in-line with university's promotional and branding goals. Should have strong organizational skills, excellent interpersonal & communication skills, quick thinker and driven by energy and enthusiasm. <p>For more details, please visit: www.numspak.edu.pk (Candidates who have already applied for this post need not to apply again)</p>	1	50 Years
10.	Manager (Software Development)	<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

11.	Assistant Manager	<p>Qualification:</p> <ul style="list-style-type: none"> Master's/ Bachelors (16 years education) degree preferably in Management/Administration 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 3 Years post qualification relevant experience in Administration, Human Resource, Office Management and documents handling in reputed public/ private sector organizations/ institution recognized by HEC/PM&DC. 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>	3	35 Years
12.	Assistant Manager (Android Development)	<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 3 years of Post qualification working experience in Android apps development and maintenance preferably related to education or health sector. Should have strong interpersonal and team coordination skills. <p>For more details, please visit: www.numspak.edu.pk (Candidates who have already applied for this post need not to apply again)</p>	1	35 Years
13.	Assistant Manager (Python Development)	<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 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 Should have strong interpersonal and team coordination skills. <p>For more details, please visit: www.numspak.edu.pk (Candidates who have already applied for this post need not to apply again)</p>	1	35 Years
14.	Office Assistant/ Sub Office Assistant	<p>Qualification:</p> <ul style="list-style-type: none"> BA/ BSc (Office Assistant) and FA/FSc (Sub Office Assistant) or equivalent degree from recognized Institution. Preference will be given to higher qualification. Must be computer savvy. <p>Experience</p> <ul style="list-style-type: none"> Minimum 10 years (Office Assistant) and 7 years (Sub Office Assistant) post qualification relevant experience including 7 & 5 years of working experience respectively in academic administration, office management, coordination and document handling in reputed public/ private sector organization. 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>	3/3	45 Years
15.	Laboratory Technician	<p>Qualification:</p> <ul style="list-style-type: none"> BSc/ BA or equivalent (14 Years education) in Psychology from HEC recognized University/Institution. Must be computer savvy. <p>Experience:</p> <ul style="list-style-type: none"> 2-Years' experience as Laboratory Technician in a reputed institution/University/health care sector reputed organization, preferably. <p>For more details, please visit: www.numspak.edu.pk</p>	1	35 Years
16.	Photographer	<p>Qualification:</p> <ul style="list-style-type: none"> Bachelor degree or equivalent degree from HEC recognized University/ Institution. Preference will be given to higher qualification. <p>Experience</p> <ul style="list-style-type: none"> Minimum 3-5 years relevant working experience as photographer and hands on experience of videography in a reputed public/ private sector organization. Experience of 2D/ 3D animation will be an added advantage. <p>For more details, please visit: www.numspak.edu.pk</p>	1	35 Years
Army Medical (AM) College, Rawalpindi				
17.	Demonstrator (Oral Pathology)	<p>Qualification: -</p> <ul style="list-style-type: none"> BDS from PM&DC/HEC recognized University/ institution as per PM&DC Faculty Appointment Criteria <p>Experience: -</p> <ul style="list-style-type: none"> Working Experience in relevant filed 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

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>.
 4. Application fee (non-refundable) for posts at Serial No. 1, 2, 4, 7 to 9 is 1500/- for Serial No. 3, 5, 6, 10 to 13 & 17 is Rs.1000/- for Serial No. 14 to 16 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.
 5. Last date for submission of applications is **31-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 and decision of the University shall remain final in all cases.
 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

**NUMS IS AN EQUAL
OPPORTUNITY EMPLOYER**

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