



**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
1.	<b>Consultant/ Expert (Planning &amp; Development)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>Masters or equivalent degree from HEC recognized university/ Institutions. Preference will be given to higher qualification in relevant field. Certification of Project Management Professional (PMP) will be an added advantage. Must be computer savvy.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>15 years' post-qualification relevant experience in Planning &amp; Development at senior managerial position with sound knowledge of preparation of PC-I, PC-II, PC-III, PC-IV and PC-V.</li> <li>Must have processed at least two Mega PC-1(s) from initial preparation stage till final approval by Planning &amp; Commission as well as monitoring and its completion.</li> <li>Have sound knowledge of emerging technology and hands on experience of planning, policy formulation, development of educational/ healthcare projects.</li> </ul> <p><b>Terms of appointment/ General Conditions:</b></p> <ul style="list-style-type: none"> <li>Appointment for a period of one year.</li> <li>Terms of engagement shall be determined during selection process.</li> <li>Salary Package commensurating with qualification and experience.</li> </ul>		
2.	<b>Consultant/ Expert (Clinical Trials &amp; Drug Bioequivalence)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>Masters or equivalent degree in Medical, Biomedical, Biological, or equivalent from HEC recognized university/institutions. Preference will be given to higher qualification in relevant field.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>7-10 years' post-qualification relevant experience in clinical research/ trials and/or drug bioequivalence with 3-5 years of direct clinical study management experience including designing, conducting, reporting, and monitoring, at institutions with established Ethic Committees/ Institutional Review Boards/ best-practice oversight committees.</li> <li>In-depth knowledge of applicable regulations and related working experience in the context of drugs, biologics, clinical research/trials and budget preparations for clinical trials.</li> <li>Publications in reputed journals and credible conference presentations relevant to Clinical Trials and/or drug bioequivalence will be a plus.</li> </ul> <p><b>Terms of appointment/ General Conditions:</b></p> <ul style="list-style-type: none"> <li>Appointment for a period of one year.</li> <li>Terms of engagement shall be determined during selection process.</li> <li>Salary Package commensurating with qualification and experience.</li> <li>Qualification and experience criteria may be relaxed for meritorious candidates</li> </ul>		
<b>Project Development of NIASR/ NUMS</b>				
3.	<b>Assistant Professor (Physician)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>Medical/ Dental Graduate with MPH/ FCPS/ PhD from HEC recognized University/Institution.</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 PM&amp;DC Faculty Appointment Criteria for Assistant Professor.</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>Conversant with research organization/ programs at national/ international level. Skilled in clinical research proposal review and writing.</li> <li>Full command on MS Office, SPSS, literature research/ grant Conduct clinical projects / management</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a> (The candidates who have already applied for this post are not required to apply again)</p>	1	45 Years

4.	<b>Assistant Professor (Bioethics)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>PhD or equivalent qualification in the relevant field from HEC recognized University/Institution.</li> </ul> <p><b>Experience &amp; Research Publications:</b></p> <ul style="list-style-type: none"> <li>Must be duly recognized experience &amp; publications as per HEC Faculty Appointment Criteria for Assistant Professor.</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>Skilled in research proposal review and writing as per ethical procedure.</li> <li>Provides tutoring and ethical practice to student/ faculty.</li> <li>Collaborates and supports researchers in ethical practice and IRB activities.</li> <li>Data and publications must follow ethical compliance</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a> (The candidates who have already applied for this post are not required to apply again)</p>	1	45 Years
5.	<b>Assistant Professor (Public Health)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>PhD / MPH or equivalent qualification as per HEC Faculty Appointment Criteria in the relevant field from HEC recognized University/ Institution.</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/ PMDC Faculty Appointment Criteria for public health.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a> (The candidates who have already applied for this post are not required to apply again)</p>	1	45 Years
6.	<b>Assistant Professor (Food Science/ Food Engineering)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>PhD in the relevant field from HEC recognized University/ Institution.</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
7.	<b>Research Pharmacist</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>Pharm D from HEC recognized University/ Institution. Should be registered with Pakistan Pharmacy Council. Must be computer savvy.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Minimum 3-year post qualification experience in clinical research. Should have experience to maintain pharmacy stock of a Retail/Hospital Pharmacy with proficiency in MS Office. Preference will be given to those candidates who are certified in IPPCR/ CRCP/PCP/GCP.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	40 Years
<b>Department of Health Professions Education</b>				
8.	<b>Assistant Professor (Health Professions Education)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>PhD/ MHPE or equivalent in relevant field as per PMDC Faculty appointment criteria of Health Professions Medical Education Faculty.</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 PMDC Faculty appointment criteria for Health Professions Medical Education Faculty.</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>				
9.	<b>Director ORIC</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>MPhil/ Masters in Biosciences, Business Administration, Entrepreneurship, Project Management. PhD in Biosciences will be given preference.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Minimum 10 years of progressively responsible administrative experience, strong linkages with industrial/ corporate/ government organizations/universities, have a hands-on understanding and experience of startup lifecycle. Experience in apply for grants from national/International donor organization will be plus.</li> <li>Should have experience of devising and implementing strategies for the commercialization of research, intellectual property management, business incubations and technology transfer at HEC recognized universities/ institution. Candidates with demonstrable experience of entrepreneurship/ commercialization of research/ business incubation are encouraged to apply.</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	57 Years
10.	<b>Deputy Director (Inspection)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>Masters or equivalent degree preferably Medical Sciences such as MBBS/ BDS from HEC recognized university/ institution. Preference will be given to higher qualification. Must be computer savvy.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Minimum 10 Years post qualification relevant experience including 7 years in management/ inspection of affiliated colleges/ institutes of a reputed Medical University.</li> <li>Well versed with National &amp; International affiliations/ accreditation/ regulations of teaching / healthcare institution. Knowledge of ISO &amp; JCI standards is highly desirous.</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

11.	<b>Deputy Director/ Assistant Director (Planning &amp; Development)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>Masters or equivalent degree from HEC recognized university/ Institutions. Preference will be given to higher qualification in relevant field. Certification of Project Management Professional (PMP) will be an added advantage. Must be computer savvy.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Minimum 10 years' (Deputy Director) &amp; 7 years (Assistant Director) post-qualification experience including 7-5 years of working experience in the areas of Project Management / Planning &amp; Development with sound knowledge of preparation of PC-I, PC-II, PC-III, PC-IV and PC-V. in National/ International organizations, preferably in a university/ Health care service provider.</li> <li>Hands on experience of project proposal preparation, monitoring &amp; evaluation of development projects till final approval by Planning Commission with proficiency in MS Office and MS Project Management.</li> <li>Have sound knowledge of emerging technology and hands on experience of planning, policy formulation, development of educational/ healthcare projects.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a> (The candidates who have already applied for this post are not required to apply again)</p>	2	55/50 Years
12.	<b>Manager (Software Development)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Minimum 4-5 years of Post-qualification experience in developing and maintaining web portals Using ASP.NET, C# (Web Form and MVC) &amp; JQuery.</li> <li>Hand on experience in web portal security, cloud computing and latest web technologies are also required.</li> <li>Should have strong verbal/written communication skills</li> <li>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></li> </ul>	2	40 Years
13.	<b>Assistant Manager (Android Development)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	35 Years
14.	<b>IT Technician (Hardware /Software)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>Bachelor in Computer Sciences/ Information Technology or BSc (14 years' education) in Computer Sciences/ Information Technology along with 6-month diploma in computer hardware/ network form Govt./ HEC recognized University/ Institution. Weightage will be given to higher qualification.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Minimum 3 years' experience of maintaining hardware/ network equipment, monitoring and maintaining the LAN/ WAN services and Internet connectivity in reputed Public/ Private sector organization.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	35 Years
15.	<b>Lady Security Guard</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>Middle. Preference will be given to higher qualification.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Minimum 5 years' relevant experience in reputed public/ private sector organization.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	2	45 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 16 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- 6 & 8-11 is Rs.1500/- for Serial No. 7, 12 & 13 is Rs. 1000/- for Serial No. 14 is Rs. 500/-. No fee for Serial No. 15. 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 **3<sup>rd</sup> April 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](http://www.numspak.edu.pk)

**NUMS IS AN EQUAL  
OPPORTUNITY EMPLOYER**

**Director Human Resource  
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