



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.	Director (Administration)	<p>Qualification:</p> <ul style="list-style-type: none"> Master's in Medical Administration with basic degree of MBBS/ BDS from HEC/ PM&DC recognized University/ Institution. Preference will be given to higher qualification. <p>Experience:</p> <ul style="list-style-type: none"> Minimum 15-17 Years relevant experience including 10 years' experience in hospital management and general administration of healthcare and academic setups' at similar position in Government/ Autonomous, national or international organizations. Experience of active medical administration preferably command of medical outfit and working experience in formulation/ implementation of administrative policies. Well versed with Government rules & regulations including PPRA rules etc. <p>For more details, please visit: www.numspak.edu.pk</p>	1	57 Years
2.	Director (Procurement)	<p>Qualification:</p> <ul style="list-style-type: none"> Master's in Medical Administration with basic degree of MBBS/ BDS from HEC/ PM&DC recognized University/ Institution. Preference will be given to higher qualification. <p>Experience:</p> <ul style="list-style-type: none"> Minimum 15-17 Years relevant experience including 10 years of working experience of procurement & inventory management activities from demand, forecasting to the delivery of material and services at similar position in government/ autonomous reputed public/ private sector organization. Well versed with all applicable laws and rules including PPRA and import policy. Preferably involved in bulk procurement of medicine/ medical/ lab equipment/ furniture and disposable etc. Working experience in formulation/ implementation of procurement policies. <p>For more details, please visit: www.numspak.edu.pk</p>	1	57 Years
3.	Project Director	<p>Qualification:</p> <ul style="list-style-type: none"> Master's with basic degree of Civil Engineering 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 15-17 Years relevant experience including 10 years enriched experience in design of multi-story building projects, 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 including PPRA rules and Audit requirement/ handling in relevant field. <p>For more details, please visit: www.numspak.edu.pk</p>	1	57 Years
4.	Director (Academics)	<p>Qualification:</p> <ul style="list-style-type: none"> PhD/ FCPS from HEC/PM&DC recognized University/Institution with basic degree of MBBS. Masters in Medical Education will be an added advantage. <p>Experience:</p> <ul style="list-style-type: none"> Minimum 15 Years post qualification relevant experience including 10 years in Academic Management/Administration working experience at similar position in HEC recognized university/ institution preferably in a medical university/ institution. Must have served as Professor/ Head of Department in a reputed National & International organization with prolonged experience of academic management. In-depth knowledge of relevant rules & regulations of HEC/ PM&DC and other regulatory bodies. <p>For more details, please visit: www.numspak.edu.pk</p>	1	57 Years
5.	Director (Legal)	<p>Qualification:</p> <ul style="list-style-type: none"> LLM from HEC recognized University/ Institution. Preference will be given to higher qualification in relevant field. Must possess Valid license to practice at High/ Supreme Court. 	1	57 Years

		<p>Experience:</p> <ul style="list-style-type: none"> • Minimum 15 Years post-qualification law practicing experience including 7-10 years of experience in management of law affairs at similar position, with any Public/ Private sector University/ Institutions. • Well versed with Government rules & regulations and service in Civil & Military legal departments will be preferred. • Conversant with legal drafting of polices/ regulations, especially related to Universities/ Institutes. <p>For more details, please visit: www.numspak.edu.pk</p>		
6.	Consultant (Strategic Planning & Development)	<p>Qualification:</p> <ul style="list-style-type: none"> • Masters or equivalent degree from HEC recognized University/ Institutions. Preference will be given to higher qualification in relevant field. Must be computer savvy. <p>Experience:</p> <ul style="list-style-type: none"> • 17 years' post-qualification experience including 10 years' relevant experience in leadership role especially in Mega Projects related to Education/ University/ Government sector. • Having expertise to plan and execute strategic level projects from initial stage till final approval by Planning Commission as well as its monitoring and completion. • Sound knowledge of emerging technology and hands on experience of planning, policy formulation and development of educational/ healthcare projects. <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 Development of NUMS/ NIASR				
7.	Assistant Professor (Medicine)	<p>Qualification:</p> <ul style="list-style-type: none"> • FCPS or equivalent relevant qualification as per PM&DC Faculty Appointment criteria. Preference will be given to candidate having certification of GCP and IPPCR. <p>Experience & Research Publications:</p> <ul style="list-style-type: none"> • Must have duly recognized experience & publications relevant to the post as per PM&DC faculty appointment criteria and 2 years of demonstrated experience in conducting of clinical trials will be given preference. <p>For more details, please visit: www.numspak.edu.pk</p>	1	45 Years
8.	Clinical Research Associate	<p>Qualification:</p> <ul style="list-style-type: none"> • MBBS from PM&DC recognized university/ institution with certificate of GCP and House Job. Preference will be given to candidate having Master in Public Health (MPH) qualification. <p>Experience:</p> <ul style="list-style-type: none"> • At least 01 year of relevant experience in clinical research of National/ International organization. <p>For more details, please visit: www.numspak.edu.pk</p>	3	40 Years
9.	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
NUMS (Directorate / Department)				
10.	Deputy Director (Planning & Development)	<p>Qualification:</p> <ul style="list-style-type: none"> • Master's degree in relevant field from HEC recognized University/ Institutions. Preference will be given to higher qualification. Certification of Project Management Professional (PMP) will be an added advantage. <p>Experience:</p> <ul style="list-style-type: none"> • Minimum 10 years of post-qualification experience including 7 years of working experience in the areas of Project Management / Planning & 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. • Must have sound knowledge/ experience of project planning, policy formulation and development preferably educational/ healthcare projects. • Working experience of project proposal preparation, monitoring & evaluation of development projects till final approval by Planning Commission with MS project management. <p>For more details, please visit: www.numspak.edu.pk</p>	1	55 Years

11.	Deputy Director (Design & Infrastructure)	<p>Qualification:</p> <ul style="list-style-type: none"> • Master's/ Bachelor degree 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. <p>For more details, please visit: www.numspak.edu.pk</p>	1	55 Years
12.	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 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 institutions. Knowledge of ISO & JCI standards will be preferred. • Should have strong verbal/ written communication skills. <p>For more details, please visit: www.numspak.edu.pk</p>	1	50 Years
13.	Assistant Professor (Allied Health Sciences)	<p>Qualification:</p> <ul style="list-style-type: none"> • Master in Public Health (MPH) with MBBS as first degree from HEC/ PM&DC recognized DAIs. Preference will be given to higher qualification in relevant field. Must be computer savvy. <p>Experience & Research Publications:</p> <ul style="list-style-type: none"> • Must have duly recognized experience & publications as per HEC/ PM&DC Faculty Appointment Criteria <p>For more details, please visit: www.numspak.edu.pk</p>	1	45 Years
14.	Assistant Director (Software Development PHP)	<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 6-7 years of Post qualification experience including 5 years working experience in creating new web portals and maintaining existing portals developed in Codeigniter PHP framework. • Experience in Laravel and custom PHP is also desired. Hands on expertise in performance/ security of web portals & databases, backup & recovery, CPANEL / WHM & JQuery is required. • Should have strong interpersonal, team coordination skills & verbal / written communication skills <p>For more details, please visit: www.numspak.edu.pk</p>	1	45 Years
15.	Assistant Director (Software Development ASP.Net)	<p>Qualification: -</p> <ul style="list-style-type: none"> • Master's/Bachelor'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. <p>Experience: -</p> <ul style="list-style-type: none"> • Minimum 6-7 years of Post qualification working experience in managing/creating new web portals using Asp.net (MVC, Web forms, SQL server, bootstrap & JQuery/ JavaScript). • Expertise in security of web portals, cloud computing and latest web technologies is required. • Should have strong interpersonal and team coordination skills. <p>For more details, please visit: www.numspak.edu.pk</p>	1	45 Years

16.	Manager (Content Writer)	<p>Qualification:</p> <ul style="list-style-type: none"> • Master's degree preferably in Mass Communication, Journalism, English & Urdu Language/Literature from an HEC recognized University Institution with excellent command over written English/ Urdu. Should be computer savvy. <p>Experience:</p> <ul style="list-style-type: none"> • Minimum 5 years post qualification experience including 3 years of relevant experience in the field of content development, article / creative writing and editing at a similar position with a well reputed national or international university/institution/organization. Should be able to develop high quality content by translating NUMS values into written content for all internal publications including Annual Report, Prospectus, Newsletter, Press Releases as well as university's website. <p>For more details, please visit: www.numspak.edu.pk</p>	1	40 Years
17.	Manager (Administration)	<p>Qualification:</p> <ul style="list-style-type: none"> • Masters or equivalent 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 5 Years post qualification relevant experience including 3 years of working experience in Administration, Transportation, Store & Office Administration in reputed public/ private sector organizations. • Working experience of hostels and hospitality management will be an added advantage. • Should have strong verbal/ written communication skills. • Proficient in Microsoft Word, Excel, Power point, and Internet Browsing <p>For more details, please visit: www.numspak.edu.pk</p>	1	40 Years
18.	Photographer	<p>Qualification:</p> <ul style="list-style-type: none"> • Intermediate or equivalent degree from recognized Institution/ Board. Preference will be given to higher qualification and Diploma/ Certifications in Photography. <p>Experience</p> <ul style="list-style-type: none"> • Minimum 3-5 years relevant working experience as photographer and hands on experience of videography & editing 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
19.	Telephone/ Exchange Operator	<p>Qualification:</p> <ul style="list-style-type: none"> • FA/FSc with relevant technical courses. Preferences will be given to higher qualification. <p>Experience:</p> <ul style="list-style-type: none"> • Minimum 10 years of relevant working experience in reputed public/ private sector organizations. • Should have strong verbal communication skills. <p>For more details, please visit: www.numspak.edu.pk</p>	1	45 Years
20.	Driver	<p>Qualification:</p> <ul style="list-style-type: none"> • Matric with valid LTV/ HTV driving license. Preference will be given to higher qualification and staff car course qualified. <p>Experience:</p> <ul style="list-style-type: none"> • Minimum 10 years' Experience in reputed Public/ Private sector organization. Preference will be given to Ex- staff car drivers. <p>For more details, please visit: www.numspak.edu.pk</p>	2	25 - 45 Years
Army Medical (AM) College, Rawalpindi				
21.	Lecturer (English)	<p>Qualification:</p> <ul style="list-style-type: none"> • M.Phil. or equivalent qualification in the relevant field from HEC recognized University/ Institution <p>Experience:</p> <ul style="list-style-type: none"> • Preferably 3-years teaching experience in a reputed University/ Institution. <p>For more details, please visit: www.numspak.edu.pk</p>	1	40 Years
22.	Lecturer (Islamic Studies)	<p>Qualification:</p> <ul style="list-style-type: none"> • M.Phil. or equivalent degree in Islamic Studies/ Arabic as per HEC Faculty appointment criteria. <p>Experience:</p> <ul style="list-style-type: none"> • Preferably 3-years teaching experience in a reputed University/ Institution. <p>For more details, please visit: www.numspak.edu.pk</p>	1	40 Years
23.	Lecturer (Computer Sciences)	<p>Qualification:</p> <ul style="list-style-type: none"> • M.Phil. or equivalent degree in Computer Science as per HEC Faculty appointment criteria. <p>Experience:</p> <ul style="list-style-type: none"> • Preferably 3-years teaching experience in a reputed University/ Institution. <p>For more details, please visit: www.numspak.edu.pk</p>	1	40 Years

24.	Lecturer (Media Studies/ Videography)	<p>Qualification:</p> <ul style="list-style-type: none"> • M.Phil. degree in relevant field from HEC recognized University/ Institution. Preference will be given to higher qualification. <p>Experience:</p> <ul style="list-style-type: none"> • Preferably 3-years teaching experience in the field of Clinical Photography & Videography in a reputed University/ Institution. <p>For more details, please visit: www.numspak.edu.pk</p>	1	40 Years
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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 19 & 20 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 to 7 & 9 to 15 is Rs.1500/- Serial No. 8, 16, 17, 18 & 21 to 24 is Rs.1000/- Serial No 19 is Rs.500/- No Fee for Serial No. 20. 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 **16th Oct 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**

Director Human Resource

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