



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
Project Development of NUMS/ NIASR				
1.	Assistant Professor (Bioethics)	<p>Qualification:</p> <ul style="list-style-type: none"> PhD or equivalent qualification in the relevant field from HEC recognized University/ Institution. <p>Experience & Research Publications:</p> <ul style="list-style-type: none"> Must be duly recognized experience & publications as per HEC Faculty Appointment criteria for Assistant Professor. <p>Skills: -</p> <ul style="list-style-type: none"> Skilled in research proposal review and writing as per ethical procedure. Provides tutoring and ethical practice to student/ faculty Collaborates and supports researchers in ethical practice and IRB activities. Data and publications must follow ethical compliance <p>For more details, please visit: www.numspak.edu.pk (The candidates who have already applied for this post are not required to apply again)</p>	1	45 Years
2.	Assistant Professor (Physician)	<p>Qualification:</p> <ul style="list-style-type: none"> Medical/ Dental Graduate with MPH/ FCPS/ PhD from HEC recognized University/ Institution. <p>Experience & Research Publications:</p> <ul style="list-style-type: none"> Must be duly recognized experience & publications as per PMDC Faculty Appointment criteria for Assistant Professor. <p>Skills: -</p> <ul style="list-style-type: none"> Conversant with research organizational / program at national/ international level. Skilled in clinical research proposal review and writing. Full command on MS office, SPSS, literature research/ grant Conduct clinical project/ management <p>For more details, please visit: www.numspak.edu.pk (The candidates who have already applied for this post are not required to apply again)</p>	1	45 Years
3.	Assistant Professor (Medicine)	<p>Qualification:</p> <ul style="list-style-type: none"> FCPS or equivalent relevant qualification as per PMDC Faculty Appointment criteria. Additional essential qualification CCRP/IPPCR/PPCR <p>Experience & Research Publications:</p> <ul style="list-style-type: none"> Must have duly recognized experience & publications relevant to the post as per PMDC 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
4.	Clinical Research Associate	<p>Qualification:</p> <ul style="list-style-type: none"> MBBS/ Master in relevant filed from HEC/ PMDC recognized university/ institution. Additional essential qualification CCRP/IPPCR/PPCR. <p>Experience:</p> <ul style="list-style-type: none"> Preference will be given to those candidates who have relevant experience in clinical trials units of national/international organization. <p>For more details, please visit: www.numspak.edu.pk</p>	2	40 Years
NUMS (Directorate / Department)				
5.	Assistant Professor (Biostatistician)	<p>Qualification:</p> <ul style="list-style-type: none"> PhD in relevant field from HEC recognized University/ Institution. Must be computer savvy <p>Experience</p> <ul style="list-style-type: none"> Must have duly recognized experience & publications as per HEC Faculty Appointment Criteria.. <p>For more details, please visit: www.numspak.edu.pk (The candidates who have already applied for this post are not required to apply again)</p>	1	45 Years

6.	Deputy Director (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. Certification of Project Management Professional (PMP) will be an added advantage. Must be computer savvy. <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. Hands on experience of project proposal preparation, monitoring & evaluation of development projects till final approval by Planning Commission with proficiency in MS Office and MS Project Management. Have sound knowledge of emerging technology and hands on experience of planning, policy formulation, development of educational/ healthcare projects. <p>For more details, please visit: www.numspak.edu.pk</p>	1	55 Years
7.	Assistant Director (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 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
8.	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 6- 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 (The candidates who have already applied for this post are not required to apply again)</p>	1	50 Years
9.	Manager (Finance)	<p>Qualification:</p> <ul style="list-style-type: none"> Master's/ Bachelor degree (16 Years education) in Accounting/ Finance/ Commerce 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 experience including 3 years of working experience in maintaining Financial record, Double Entry, Accounting Software and Financial/ Reporting, Handling Banking Transaction in reputed public/ private sector organization. Well versed with government applicable taxes and deposit all the applicable taxes and other payments to government through FBR online portal. 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>	1	40 Years

10.	Manager	<p>Qualification:</p> <ul style="list-style-type: none"> Master's/ Bachelor degree (16 Years education), preferably in Management / Administration / Medical Sciences related discipline 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 experience including 3 years of relevant experience in handling academic activities, academic program, Office Management and Coordination in reputed public/ private sector organizations. Experience at a Medical University / Institution will be an added preference Conversant with HEC/ PMDC policies/ rules & regulation will be added advantage. Should have strong verbal/ written communication skills. <p>For more details, please visit: www.numspak.edu.pk</p>	1	40 Years
11.	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

General Conditions

- Salary package will be determined according to qualification, experience & capability.
 - Basing upon competency and experience, age limit may be relaxed.
 - Interested applicants can apply ONLINE through NUMS' job portal i.e. <http://careers.numspak.edu.pk>.
 - Application fee (non-refundable) for posts at Serial No. 1- 3 & 5 to 8 is Rs.1500/- for Serial No. 4 & 9 to 11 is Rs. 1000/-. 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.
 - Last date for submission of applications is **7th Aug 2023**. Incomplete applications shall be rejected.
 - The University authorities reserve the right to accept or reject any application and increase/ decrease the number of advertised posts without assigning any reason.
 - Only shortlisted candidates will be called for test/ interview and decision of the university shall remain final in all cases,
 - 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 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 & 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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