



**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.

NUMS is seeking applications from Pakistani national of high caliber, self-motivated and reflective professionals having excellent interpersonal communications skills for following NUMS administrative/ management positions on “**Contractual Basis**” (renewable): -

Sr.#	Name of Post (s)	Qualification & Experience	No of Vacancies	Max Age on Closing
1	<b>Deputy Director (Business Development &amp; Marketing)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>MS (Business Administration/ Marketing) 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 10 Years relevant experience including 5–7 years’ diverse work experience (Business Development, Marketing operations management, competitive analysis, data analytics &amp; digital media etc) in a reputed organization preferably in the higher education sector/ Medical institutions.</li> <li>Ability to design cohesive and implementable strategies/ business plans in line with University’s vision &amp; mission.</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	50 Years
2	<b>Deputy Director (International Engagement and Transnational Education)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>MS (International Relations, Public Administration, 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 10 Years relevant experience including 5–7 years diverse work experience in international collaboration and global engagement to develop &amp; organize the bilateral/ multilateral cooperation with foreign universities, global HEIs, international organizations and steer international cooperation mechanisms.</li> <li>Ability to develop global operational strategies for establishing links with relevant international institutions to effectively manage the operations of University’s Transnational education (TNE).</li> <li>Increase global visibility of the university’s work &amp; capabilities and identify sources of funding through appropriate communication tools and strategies.</li> <li>Should have strong organizational skills, excellent interpersonal &amp; cross cultural communication skills to build effective working relationship/ collaborations.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	50 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 is Rs.1500/-. 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 **05<sup>th</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 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**  
**NUMS Secretariat, C/O Pak Emirates Military Hospital (PEMH), The Mall, Rawalpindi Cantt.**  
**Phone no. 051-5170459**

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