



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.	Professor • Sociology • Behavioral Sciences • 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 Professor. • Minimum 12-15 Years relevant experience in academia along with 7 years working experience in academic management/ administration at HEC recognized university/ institution preferably in a medical university/ institution. • 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	55 Years
2.	Registrar	<p>Qualification:</p> <ul style="list-style-type: none"> • Master’s degree (Healthcare based) preferably in Medical Administration with basic degree of MBBS/ BDS from HEC/ PM&DC recognized University/ Institution. Preference will be given to higher qualifications. <p>Experience</p> <ul style="list-style-type: none"> • Minimum 15-17 Years’ experience in Management/ Medical Administration/ Academics setups including 10 Years’ rich experience in handling of Registration/ Admission & Academics affairs at similar position in government/ autonomous reputed public/ private sector organizations. Such experience at a medical university will be an added preference. • Well versed with government rules & regulations of PM&DC/ HEC and other relevant regulatory bodies. • Handling/ Processing degrees of graduates and Statutory Bodies meetings. • Working experience in formulation/ implementation of Registration/ Admission related policies. • Coordination with relevant authorities on academic & student matters for maintaining proper record. Must be computer savvy <p>For more details, please visit: www.numspak.edu.pk</p>	1	57 Years
3.	Controller of Examination	<p>Qualification:</p> <ul style="list-style-type: none"> • Master’s degree preferably Medical Administration with basic degree of MBBS/ BDS from HEC/ PM&DC recognized University/ Institution. Preference will be given to higher qualification especially MHPE. <p>Experience:</p> <ul style="list-style-type: none"> • Minimum 15-17 Years’ experience in Management/ Medical Administration/ Academics setups including 10 years’ rich experience in Examination department at similar position in government/ autonomous reputed public/ private sector organization. Experience of examination system at a medical university/ institution will be an added preference. • Well versed with government rules & regulations of PM&DC/ HEC and other relevant regulatory bodies. • Working experience in formulation/ implementation of examination related policies. • Sound knowledge of emerging technologies for conduct of large scale ONLINE Examinations. Must be computer savvy • Coordination with external authorities on examination & student matters. <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.	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	55 Years
6.	Assistant Professor (Allied Health Sciences)	<p>Qualification:</p> <ul style="list-style-type: none"> MPH/ MCPS (Family Medicine) or equivalent degree 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. Hands on clinical teaching experience in clinical setting of a reputed medical college/ institution. Curriculum Development/ Assessment Methodologies will be an added advantage. <p>For more details, please visit: www.numspak.edu.pk</p>	1	45 Years
7.	Assistant Director (Web Designing & Digital Media Marketing)	<p>Qualification:</p> <ul style="list-style-type: none"> Bachelors/Master's (16 years) degree preferably Computer Science/ Computer Arts & Graphics from HEC recognized university/ institution. Preference will be given to higher qualification. <p>Experience</p> <ul style="list-style-type: none"> Minimum 7 years' relevant experience including 5 years' diverse work experience (website designing/ aesthetics & digital media marketing campaigns etc.) in a reputed organization preferably in the higher education sector/ Medical institutions. Practical experience/ knowledge of using Social Media platforms with artistic designing skills to deliver promotional messages and campaigns, increase product/ mission awareness while maintaining brand recognition through graphics, videos, blog posts etc. Ability to work cohesively with the team to complete assigned tasks well within the given timelines. Handling of complex digital tasks and transform same in to visual formats in-line with university's promotional and branding goals. <p>For more details, please visit: www.numspak.edu.pk</p>	1	45 Years
8.	Software Developer	<p>Qualification:</p> <ul style="list-style-type: none"> Bachelors/Master'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 3-5 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>	1	40 Years

9.	Manager (IT Networks)	<p>Qualification:</p> <ul style="list-style-type: none"> Bachelors/Master's (16 years' education) in Computer Sciences/ Information Technology or equivalent degree from HEC recognized University/Institution. Weightage will be given to higher qualification. <p>Experience:</p> <ul style="list-style-type: none"> Minimum 5 years' experience in designing, implementing, executing, maintaining and documenting all network/ system services including Routers, Layer 3/2 Switches, APS, Firewalls, VoIP PABX, Video Conferencing equipment and Server Machines. Installation and configuration of server machines and network devices of LAN/WAN services in multi domain environment. Should have strong interpersonal and team coordination skills. <p>For more details, please visit: www.numspak.edu.pk</p>	1	40 Years
Project Development of NUMS/ NIASR				
10.	Project Manager	<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"> At least 8- 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
11.	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</p>	1	45 Years
Army Medical (AM) College, Rawalpindi				
12.	Assistant Professor (Physiology)	<p>Qualification:</p> <ul style="list-style-type: none"> PhD/ M. Phil or equivalent qualification in relevant field as per HEC/ PM&DC Faculty Appointment Criteria. <p>Experience & Publications:</p> <ul style="list-style-type: none"> Must have duly recognized experience & publications as per HEC/ PM&DC Faculty Appointment Criteria for Physiology. <p>For more details, please visit: www.numspak.edu.pk</p>	2	45 Years
13.	Demonstrator (Physiology)	<p>Qualification:</p> <ul style="list-style-type: none"> MBBS from PM&DC/ HEC recognized University/ Institution as per HEC/ PM&DC Faculty Appointment criteria. <p>Experience & Publications</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>	3	40 Years
14.	Demonstrator (Dental Education & Research)	<p>Qualification:</p> <ul style="list-style-type: none"> BDS from PM&DC/ HEC recognized University/ Institution as per HEC/ PM&DC Faculty Appointment criteria. <p>Experience & Publications</p> <ul style="list-style-type: none"> Working Experience at a reputed medical Institution/ University will be an added advantage. Suitable candidate should have certificate course in Medical/ Dental Education. <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 to 7 & 10 to 12 is Rs.1500/- Serial No. 8, 9, 13 & 14 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.**
5. **Last date for submission of applications is 8th Jan 2024.** 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. Conflict of Interest of any kind will be demerit leading to non-selection.
9. Part time, honorary, apprentice, internee and freelance experience will not be counted towards the minimum experience required.
10. In case of selection, applicants presently working in Government, Semi Government and Autonomous Bodies should either resign or seek NOC from employer before joining.
11. For all positions only HEC certified/verified degrees and documents will be acceptable.
12. No TA/DA will be paid for test/interview.
13. 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**

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Ad No. 86(1)/12/2023