



**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
<b>NUMS Sectt / AHI</b>				
1.	<b>Assistant Professor (Public Health)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>MPH or higher degree as per HEC/ PM&amp;DC Appointment Criteria with basic qualification of MBBS from HEC recognized University/ Institution. Preference will be given having higher qualification and Palliative care certifications/ courses.</li> </ul> <p><b>Experience &amp; Research Publications:</b></p> <ul style="list-style-type: none"> <li>Must have duly recognized experience &amp; publications relevant to the post as per PM&amp;DC/ HEC faculty appointment criteria.</li> <li>Certification/ courses alongwith practical experience in palliative care and Life Style Medicine will be an added advantage.</li> <li>Ability to foster leadership and adequate skills of collaboration/ coordinating Online Courses.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	45 Years
2.	<b>Demonstrator (Life Style Medicine)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>MBBS/ BDS as first degree from HEC recognized university/ institution as per PM&amp;DC Faculty Appointment Criteria, along with formal certification or credible experience in Life Style Medicine. MPH/ MHPE or Master in Nutrition will be a plus.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Working Experience in relevant field at a reputed medical university/ institution will be an added advantage.</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>Project Development of NUMS/ NIASR</b>				
3.	<b>Senior Specialist Clinical Trials</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>MPH/ MPhil/ FCPS/ PhD with basic degree in MBBS/ BDS/ Pharm D/ BS in Health Sciences. GCP certified professionals with added certifications in clinical trials from national and global bodies will be preferred.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Minimum 7 years of experience in clinical research industry including 5 years of working experience in conduct and management of Clinical Trials.</li> <li>Having command on the regulatory framework of clinical trials conducted in Pakistan with understanding of IRBs, NBC and DRAP</li> <li>Sound experiential knowledge of ICH- GCP guidelines.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	50 Years
4.	<b>Specialist Clinical Trials</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>MPH/ Mphil/ equivalent with basic degree in MBBS/ BDS/ Pharm D/ BS in Health Sciences. GCP certified professionals with added certifications in clinical trials from national and global bodies will be preferred.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Minimum 5 years of experience in clinical research industry including 3 years of working experience in conduct and management of Clinical Trials.</li> <li>Having command on the regulatory framework of clinical trials conducted in Pakistan with understanding of IRBs, NBC and DRAP.</li> <li>Sound experiential knowledge of ICH- GCP guidelines.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	45 Years
5.	<b>Clinical Research Associate (CRA)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>MBBS/ Pharm -D / BS in Clinical/ Biological Sciences.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>2-3 years of experience in Clinical Research and patient care.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	3	47 Years

NUMS (Directorate / Department)				
6.	<b>Manager (Inspection)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>Masters or equivalent degree 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 5 Years post qualification relevant experience including 3 years' experience in handling inspection and affiliations of Medical colleges/ Institutions.</li> <li>Management of inspection visits and arrangements of transportation / boarding &amp; lodging facilities. 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	40 Years
7.	<b>Software Developer Associate</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>Bachelor (16 years' education) in Computer Sciences from HEC recognized University/Institution. Preference will be given to higher qualification and more experience.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Minimum 1-2 Years post qualification relevant experience in Software Development/ Digital Technologies affairs in reputed public/ private sector organization. Experience at a Medical University / Institution may be an added advantage.</li> <li>Proficient in Microsoft Word, Excel, Power point, and Internet Browsing</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	35 Years
8.	<b>Admin Supervisor</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>Graduate or equivalent degree 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 experience including 5 years of working experience in Administration, Transportation, Store, Office Management in reputed public/ private sector organization.</li> <li>Experience of local purchase and cash handling will be an added advantage.</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	40 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 & 4 Rs.1500/- Serial No. 2, 5 & 6 is Rs.1000/- Serial No. 7 & 8 is Rs.500/- 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 13<sup>th</sup> May 2024.** 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.
  - Conflict of Interest of any kind will be demerit leading to non-selection.
  - 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](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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