



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 |
|---|--|--|-----------------|--------------------|
| Social Sciences & Humanities | | | | |
| 1. | Professor • Sociology • Behavioral Sciences • Psychology • Philosophy • Anthropology | Qualification: • PhD or equivalent qualification in the relevant field from HEC recognized University/ Institution. Experience & Research Publication: • 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. For more details, please visit: www.numspak.edu.pk | 1 | 55 Years |
| 2. | Associate Professor/ Assistant Professor (Clinical Psychology) | Qualification: • PhD in Clinical Psychology from HEC recognized University/ Institution. Experience & Research Publication: • Must have duly recognized experience & publications as per HEC faculty appointment criteria for Associate Professor/ Assistant Professor. For more details, please visit: www.numspak.edu.pk | 1/1 | 50/45 Years |
| School of Allied Health Sciences | | | | |
| 3. | Assistant Professor (Allied Health Sciences) | Qualification: • FCPS in Family Medicine/ Medicine/ Surgery or equivalent degree with MBBS as first degree from PM&DC recognized DAIs as per PM&DC faculty appointment criteria. Preference will be given to higher qualification in relevant field. Experience & Research Publications: • Must have duly recognized experience & publications as per 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. For more details, please visit: www.numspak.edu.pk | 2 | 45 Years |
| 4. | Assistant Professor (AHS/ Nursing) | Qualification: • FCPS in Family Medicine/ Medicine/ Surgery or equivalent degree with MBBS as first degree from PM&DC recognized DAIs as per PM&DC faculty appointment criteria, or MSN alongwith PNC valid license as per PN&MC criteria. • Preference will be given to higher qualification in relevant field. Experience & Research Publication: • Must have duly recognized experience & publications as per PM&DC/ PN&MC 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. For more details, please visit: www.numspak.edu.pk | 2 | 45 Years |

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| 5. | Lecturer | <p>Qualification:</p> <ul style="list-style-type: none"> MPhil/ MCPS Family Medicine/ Medicine/ Surgery/ Rehab Medicine with MBBS as first degree from HEC recognized DAIs as per HEC Faculty Appointment criteria or MSN alongwith PNC valid license as per PN&MC criteria. Preference will be given to higher qualification in relevant field. <p>Experience:</p> <ul style="list-style-type: none"> Must have duly recognized experience as per HEC/ PN&MC Faculty Appointment Criteria <p>For more details, please visit: www.numspak.edu.pk</p> | 2 | 40 Years |
| 6. | Registered Nurse | <p>Qualification:</p> <ul style="list-style-type: none"> Bachelor of Science in nursing (BSN)/ Post RN recognized by PN&MC with valid license of PNC. Preference will be given to higher qualification in relevant field. <p>Experience:</p> <ul style="list-style-type: none"> Minimum 2-3 years of experience in nursing management with proficiency in administrative and communication skills. 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> | 3 | 40 Years |
| Department of Health Professions Education (DHPE) | | | | |
| 7. | Assistant Professor (Health Professions Education) | <p>Qualification:</p> <ul style="list-style-type: none"> PhD/ MHPE or equivalent in relevant field as per PM&DC/HEC Faculty appointment criteria of Health Professions Medical Education Faculty. <p>Experience & Research Publication:</p> <ul style="list-style-type: none"> Must have duly recognized experience & publications as per PM&DC/ HEC Faculty appointment criteria for Health Professions Medical Education Faculty. <p>For more details, please visit: www.numspak.edu.pk</p> | 1 | 45 Years |
| NUMS (Directorate / Department) | | | | |
| 8. | Additional Director (Legal) | <p>Qualification:</p> <ul style="list-style-type: none"> LLB from HEC recognized University/ Institution. Preference will be given to LLM. Must possess Valid license to practice at High/ Supreme Court. <p>Experience:</p> <ul style="list-style-type: none"> Minimum 12/13 Years law practicing experience including 7 years of experience in management of legal affairs at similar position, with any Public/ Private sector University/ Institutions. Well versed with Government rules & regulations and service in Civil/ Military legal departments especially service in JAG Branch 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> | 1 | 57 Years |
| 9. | 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 5-7 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 | 57 Years |
| 10. | Deputy Director (Admission) | <p>Qualification:</p> <ul style="list-style-type: none"> MBBS/ BDS from HEC/ PM&DC recognized University/ Institution. Preference will be given to Master or higher qualification in relevant field. Must be computer savvy. <p>Experience</p> <ul style="list-style-type: none"> Minimum 10 Years' experience in Management/ Medical Administration/ Academics setups including 5-7 years' rich experience in handling of Admission & Registration Process/ affairs 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. Working experience in formulation/ implementation of Registration/ Admission related policies with insight functioning of university/ higher education organization. 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 | 55 Years |

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| 11. | Deputy Director (International Engagement and Transnational Education)) | <p>Qualification:</p> <ul style="list-style-type: none"> MS (International Relations, Public Administration, 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 10 Years relevant experience including 5–7 years' diverse work experience in international collaboration and global engagement to develop & organize the bilateral/ multilateral cooperation with foreign universities, global HEIs, international organizations and steer international cooperation mechanisms. Ability to develop global operational strategies for establishing links with relevant international institutions to effectively manage the operations of University's Transnational education (TNE). Increase global visibility of the university's work & capabilities and identify sources of funding through appropriate communication tools and strategies. Should have strong organizational skills, excellent interpersonal & cross cultural communication skills to build effective working relationship/ collaborations. <p>For more details, please visit: www.numspak.edu.pk</p> | 1 | 55 Years |
| 12. | Deputy Director (Planning & Development) | <p>Qualification:</p> <ul style="list-style-type: none"> Master's degree in Project Management, Finance, Business Administration & Management Information System (MIS) from HEC recognized University/ Institution. Preference will be given to higher qualification in relevant discipline. 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 post qualification relevant experience including 5-7 years of working experience in the area of feasibility study & project proposal preparation in National/ International organizations. Must have sound knowledge/ experience of project planning, policy formulation, development and project management preferably educational/ healthcare projects. Proficient in Microsoft Project, Microsoft office. <p>For more details, please visit: www.numspak.edu.pk</p> | 1 | 55 Years |
| 13. | Deputy Director (Marketing & Media) | <p>Qualification:</p> <ul style="list-style-type: none"> Master's degree in Mass Communication/ Business Administration from HEC recognized University/ Institution. Preference will be given to Electronic Media/ higher qualification in relevant discipline. Must be computer savvy. <p>Experience:</p> <ul style="list-style-type: none"> Minimum 10 Years relevant experience including 7 years' diverse work experience in strategic marketing & media including (digital media marketing campaigns, creative graphic content & video production etc.) with Media/ production houses/ higher education sector/ Media institution. 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 graphic, videos, blog posts etc. Capable to design cohesive and implementable media & marketing strategies in line with University's vision & mission. Ability to supervise production with media & advertising agencies to timely produce high quality promotional campaigns. Should have strong organizational skills, excellent interpersonal & communication skills, quick thinker and driven by energy & enthusiasm. <p>For more details, please visit: www.numspak.edu.pk</p> | 1 | 55 Years |
| 14. | Assistant Director (Digital Media & Marketing) | <p>Qualification:</p> <ul style="list-style-type: none"> Bachelors/Master's (16 years) degree preferably Computer Science/ Computer Arts & Graphics/ Mass Communication 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 in Digital Media Marketing campaigns 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. Experience of website designing will be an added advantage. <p>For more details, please visit: www.numspak.edu.pk</p> | 1 | 47 Years |

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| 15. | Senior Software Developer | <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 5-7 years of Post qualification working experience in managing/creating new web portals using Asp.net (MVC & Web forms). Expertise in security of web portals, connecting database with web portal, cloud computing and latest web technologies. Should have strong interpersonal and team coordination skills. <p>For more details, please visit: www.numspak.edu.pk</p> | 1 | 45 Years |
| 16. | Hostel Warden (Female) | <p>Qualification:</p> <ul style="list-style-type: none"> Bachelors/Master's degree (16 Years education) from HEC recognized University/ Institution. Preference will be given to higher qualification/ certification from reputed Hospitality Institutes. Must be computer savvy. <p>Experience:</p> <ul style="list-style-type: none"> 4-5 Years post qualification experience preferably working experience as Hostel Warden (Girls Hostels) in reputed public/ private sector organizations/ Hostels. Warden has to reside in hostel premises (full time). Should have strong verbal/ written communication skills. <p>For more details, please visit: www.numspak.edu.pk</p> | 1 | 45 Years |
| 17. | Assistant Manager | <p>Qualification:</p> <ul style="list-style-type: none"> Bachelors/Master's degree (16 Years education) from HEC recognized University/ Institution. Preference will be given to higher qualification in relevant field. Must be computer savvy. <p>Experience</p> <ul style="list-style-type: none"> Minimum 3 Years post qualification relevant experience in Management/ Administration, Academics including Finance and Office/ Project Management in reputed public/ private sector organization. Experience at a Medical University / Institution may be an added advantage. Proficient in Microsoft Word, Excel, Power point, and Internet Browsing Should have strong verbal/ written communication skills. Hands on experience in implementation of Financial Processes, Accounting Software and Financial/ Accounts Data Management in reputed public/ private sector organization. (For Finance related Position Only) <p>For more details, please visit: www.numspak.edu.pk</p> | 8 | 35 Years |
| 18. | Admin Supervisor | <p>Qualification:</p> <ul style="list-style-type: none"> Graduate or equivalent degree 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 7-8 Years post qualification experience including 5 years of working experience in Administration, Transportation, Store, Office Management in reputed public/ private sector organization. Experience of local purchase and cash handling will be an added advantage. Should have strong verbal/ written communication skills. <p>For more details, please visit: www.numspak.edu.pk</p> | 1 | 45 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 in relevant field. <p>Experience:</p> <ul style="list-style-type: none"> Minimum 8-10 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 | 40 Years |
| 20. | Office Attendant | <p>Qualification:</p> <ul style="list-style-type: none"> Literate, preference will be given to higher qualification. <p>Experience:</p> <ul style="list-style-type: none"> Preference will be given to hands on working experience in relevant field at a medical institution/ university/ any reputed organization <p>For more details, please visit: www.numspak.edu.pk</p> | 2 | 40 Years |
| 21. | Driver | <p>Qualification:</p> <ul style="list-style-type: none"> Matric with valid LTV/ HTV driving license. Preference will be given to higher qualification in relevant field and staff car course qualified. <p>Experience:</p> <ul style="list-style-type: none"> Minimum 7-10 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 | 45 Years |

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| 22. | Aya | <p>Qualification:</p> <ul style="list-style-type: none"> Literate. Preference will be given to candidates having Secondary/ Higher Secondary education and additional qualification / certification from reputed Hospitality Institutes. <p>Experience:</p> <ul style="list-style-type: none"> Minimum 3-5years relevant experience. Preferably in female hostel, boarding house, daycare center & hotels. <p>For more details, please visit: www.numspak.edu.pk</p> | 1 | 45 Years |
| 23. | Sanitary Worker (Male) | <p>Qualification:</p> <ul style="list-style-type: none"> Literate. Preference will be given to candidate having Secondary/ Higher Secondary education. <p>Experience</p> <ul style="list-style-type: none"> Minimum 3-5 years' janitorial services experience in any reputed organization. <p>For more details, please visit: www.numspak.edu.pk</p> | 2 | 45 Years |
| 24. | Security Guard | <p>Qualification:</p> <ul style="list-style-type: none"> Middle. Preference will be given to higher qualification. <p>Experience</p> <ul style="list-style-type: none"> Minimum 10 years' relevant experience in reputed public/ private sector organization. Preference will be given to Ex-Army Person. <p>For more details, please visit: www.numspak.edu.pk</p> | 1 | 45 Years |
| Army Medical College, Rwp | | | | |
| 25. | Associate Professor (Dental Materials) | <p>Qualification:</p> <ul style="list-style-type: none"> PhD/FCPS/M.Phil or equivalent qualification in relevant field as per PM&DC/HEC criteria in the relevant field/subject. <p>Experience & Research Publications:</p> <ul style="list-style-type: none"> Must have duly recognized experience & publications as per PM&DC/HEC appointment criteria. <p>For more details, please visit: www.numspak.edu.pk</p> | 1 | 50 Years |
| 26. | Assistant Professor (Oral Pathology) | <p>Qualification:</p> <ul style="list-style-type: none"> PhD/FCPS/M.Phil or equivalent qualification in relevant field as per PM&DC/ HEC criteria in the relevant field/subject. <p>Experience & Research Publications:</p> <ul style="list-style-type: none"> Must have duly recognized experience & publications as per PM&DC/ HEC appointment criteria. <p>For more details, please visit: www.numspak.edu.pk</p> | 1 | 45 Years |
| 27. | Assistant Professor (Medical Education) | <p>Qualification:</p> <ul style="list-style-type: none"> PhD/ MHPE or equivalent degree in relevant field as per PM&DC/HEC Faculty appointment criteria of Medical Education Faculty, with MBBS as first degree. <p>Experience & Research Publication</p> <ul style="list-style-type: none"> Must have duly recognized experience & publications as per PM&DC/HEC Faculty appointment criteria for Medical Education Faculty. Working/ practical 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> | 1 | 45 Years |
| 28. | Assistant Professor (Oral Medicine) | <p>Qualification:</p> <ul style="list-style-type: none"> PhD/FCPS/M.Phil equivalent qualification in relevant field as per PM&DC/ HEC criteria in the relevant field/subject. <p>Experience & Research Publications:</p> <ul style="list-style-type: none"> Must have duly recognized experience & publications as per PM&DC/ HEC appointment criteria. <p>For more details, please visit: www.numspak.edu.pk</p> | 1 | 45 Years |
| 29. | Assistant Professor (Pediatric Dentistry) | <p>Qualification:</p> <ul style="list-style-type: none"> PhD/FCPS/MPhil or equivalent qualification in relevant field with basic medical degree of BDS from a PM&DC/ HEC recognized University/Institution. <p>Experience & Research Publications:</p> <ul style="list-style-type: none"> Must have duly recognized experience & publications as per PM&DC/ HEC Faculty Appointment Criteria. <p>For more details, please visit: www.numspak.edu.pk</p> | 1 | 45 Years |
| 30. | Demonstrator (Oral Medicine) | <p>Qualification:</p> <ul style="list-style-type: none"> BDS from PM&DC recognized institution/ university as per PM&DC Faculty Appointment Criteria. <p>Experience & Publications:</p> <ul style="list-style-type: none"> Working Experience in relevant filed at a reputed medical institution/ university will be an added advantage <p>For more details, please visit: www.numspak.edu.pk</p> | 1 | 40 Years |
| 31. | Demonstrator (Pediatric Dentistry) | <p>Qualification:</p> <ul style="list-style-type: none"> BDS from PM&DC recognized institution/university as per 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> | 1 | 40 Years |

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| 32. | Assistant Professor (Public Health) | <p>Qualification:</p> <ul style="list-style-type: none"> PhD / MPH or equivalent qualification as per HEC/ PM&DC Faculty Appointment Criteria in the relevant field from HEC recognized University/ Institution. <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 for public health. <p>For more details, please visit: www.numspak.edu.pk</p> | 1 | 45 Years |
| 33. | Assistant Professor (Management Sciences) | <p>Qualification:</p> <ul style="list-style-type: none"> PhD in Human Resource Management (HRM) & Organizational Behavior (OB)/ Supply Chain Management/ Project Management/ Finance from HEC recognized University. <p>Experience & Research Publication</p> <ul style="list-style-type: none"> Must have duly recognized experience & publications as per HEC Faculty Appointment Criteria for Assistant Professor. Preference will be given to candidates having minimum 3 years post PhD relevant experience in teaching/ research at HEC recognized University/ Institution. <p>For more details, please visit: www.numspak.edu.pk</p> | 1 | 45 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>. Serial 20 to 24 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/>
 - Application fee (non-refundable) for posts at Serial No. 1 to 4, 7, 8 to 15, 25 to 29, 32 & 33 is Rs.1500/- Serial No. 5, 6, 16, 17, 30 & 31 is Rs.1000/- Serial No. 18, 19 is Rs.500/- No Fee for Serial No. 20 to 24. 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 **22 July 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

**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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