



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 Sectt / AHI				
1.	Assistant Professor (Public Health)	<p>Qualification:</p> <ul style="list-style-type: none"> MPH or higher degree as per HEC/ PM&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. <p>Experience & Research Publications:</p> <ul style="list-style-type: none"> Must have duly recognized experience & publications relevant to the post as per PM&DC/ HEC faculty appointment criteria. Certification/ courses alongwith practical experience in palliative care and Life Style Medicine will be an added advantage. Ability to foster leadership and adequate skills of collaboration/ coordinating Online Courses. <p>For more details, please visit: www.numspak.edu.pk</p>	1	45 Years
Project Development of NUMS/ NIASR				
2.	Scientific Officer (HPLC-MS)	<p>Qualification:</p> <ul style="list-style-type: none"> MSc or equivalent in Chemistry/ Biochemistry/ Pharm D from HEC recognized University/ institution. Preference will be given to higher qualification in the relevant field. Must be computer savvy. <p>Experience:</p> <ul style="list-style-type: none"> Minimum 5-7years' experience in relevant field in a reputed Institution/ University /organization/ health care sector reputed organizations. <p>For more details, please visit: www.numspak.edu.pk</p>	1	45 Years
3.	Registered Nurse Officer	<p>Qualification:</p> <ul style="list-style-type: none"> BSC Nursing from PNC recognized University/ institution with valid registration from Pakistan Nursing Council. <p>Experience:</p> <ul style="list-style-type: none"> Minimum 3-5 Years' experience as Registered Nurse in reputed public/ private sector Hospitals/ Medical Institutions. <p>For more details, please visit: www.numspak.edu.pk</p>	1	40 Years
NUMS (Directorate / Department)				
4.	Assistant Manager (Finance)	<p>Qualification:</p> <ul style="list-style-type: none"> Bachelor/ Master's (16 years' education) in Accounting/ Finance/ Commerce or equivalent from HEC recognized University/ Institution. Preference will be given to higher qualification. <p>Experience:</p> <ul style="list-style-type: none"> Minimum 3 Years post qualification relevant experience in office management/ document handling, implementation of Financial Processes, Accounting Software and Financial/ Accounts Data Management, Preparation of Annual Accounts & Budget in reputed public/ private sector organization. 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	35 Years
5.	Software Developer Associate	<p>Qualification:</p> <ul style="list-style-type: none"> Bachelor (16 years' education) in Computer Sciences from HEC recognized University/Institution. Preference will be given to higher qualification and more experience. <p>Experience</p> <ul style="list-style-type: none"> 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. 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	35 Years

6.	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 10 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	40 Years
7.	Laboratory Technician	<p>Qualification:</p> <ul style="list-style-type: none"> BSc or equivalent (14 Years education) with diploma in the field of Medical Lab Technology from HEC recognized University/Institution. Must be computer savvy. <p>Experience:</p> <ul style="list-style-type: none"> Preference will be given to candidate having 2-Years' experience as Laboratory Technician in a reputed institution/ University/ health care sector organization. <p>For more details, please visit: www.numspak.edu.pk</p>	2	35 Years
8.	Gardener/ Mali	<p>Qualification:</p> <ul style="list-style-type: none"> Literate. Preference will be given to candidate having professional course/ training in relevant field. <p>Experience:</p> <ul style="list-style-type: none"> Minimum 3-5 years' relevant working experience. <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 8 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 & 2 is Rs.1500/- Serial No. 3 & 4 is Rs.1000/- Serial No. 5, 6 & 7 is Rs.500/- No Fee for Serial No. 8. 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 **5th Feb 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.

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