



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 & 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.	Professor/ Associate Professor/ Assistant Professor (Clinical Psychology)	Qualification: • PhD in Clinical Psychology from HEC recognized University/ Institution. Experience & Publication: • Must have duly recognized experience & publications as per HEC faculty appointment criteria for Professor/ Associate Professor/ Assistant Professor. For more details, please visit: www.numspak.edu.pk	1/1/1	55/50/45 Years
3.	Associate Professor/ Assistant Professor (Psychology)	Qualification: • PhD in the relevant field from HEC recognized University/ Institution. Experience & 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
4.	Lecturer (Clinical Psychology)	Qualification: • MPhil/ MS (18 years' education) in Clinical Psychology or equivalent from HEC recognized University/ Institution. Preference will be given to higher qualification in relevant field Experience: • Working Experience in relevant field at a reputed medical institution/ university will be an added advantage. For more details, please visit: www.numspak.edu.pk	1	40 Years
Project Development of NUMS/ NIASR				
5.	Project Manager	Qualification: • 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 in relevant field. Must be Computer savvy. Experience: • 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. For more details, please visit: www.numspak.edu.pk	1	55 Years

6.	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 & Publications:</p> <ul style="list-style-type: none"> Must be duly recognized experience & publications as per PM&DC 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
7.	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
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 13-15 Years post-qualification law practicing experience including 7-10 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 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	55 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 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
10.	Deputy Director (Design & Infrastructure)	<p>Qualification:</p> <ul style="list-style-type: none"> Master's/ Bachelor degree (16 Years education) in Civil Engineering from HEC recognized University/ Institution. Preference will be given to specialty in structural engineering <p>Experience</p> <ul style="list-style-type: none"> Minimum 10 Years' experience including 7 years enriched experience in design of multi-story building projects. Experience of infrastructure development, administrative, residential and hostel buildings construction execution in Government/ Autonomous Organization at similar position. Such experience at National Level University will be an added preference. Candidates having experience of working in PSDP projects will be preferred. Well versed with Government rules & regulations and Audit requirement in relevant field. <p>For more details, please visit: www.numspak.edu.pk</p>	1	55 Years

11.	Deputy Director (Contracts)	<p>Qualification:</p> <ul style="list-style-type: none"> Master's/ Bachelor degree (16 Years education) in Civil Engineering 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 10 relevant experience including 7 years of working experience of formalization of contracts agreement of diversified mega projects, infrastructure development, multi-story high-rise buildings, hospital buildings, hostels, teaching educational institute in reputed public/ private sector organization. Hands on experience of Contract Management of Mega Projects for construction and maintenance regime under PEC, PPRA and other regulatory bodies. Well versed with contractual stipulations to address revision, foreclose and arbitration of contraction projects preferably in university environment. Preference will be given to practicing engineer having contract specific experience. <p>For more details, please visit: www.numspak.edu.pk</p>	1	55 Years
12.	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 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
13.	Deputy Director (Skill Development & Vocational Training)	<p>Qualification:</p> <ul style="list-style-type: none"> Masters/ Bachelor's degree (16 years' education) preferably in Business Administration, Management and Medical Education from HEC recognized university/ Institution. Preference will be given to higher qualification in relevant field with medical education background. Must be computer savvy. <p>Experience:</p> <ul style="list-style-type: none"> Minimum 10 years post qualification experience including 6-7 years working experience in TVET institutes/ NAVTTC programs preferably medical related and similar position. Having hands on experience in competency-based curriculum development, resource development and implementation of assessment packages, training content development for Competency Bases Training & Assessment. On Job experience in Resource Department and training activities will be an added advantage. Should have strong organizational skills, excellent interpersonal & communication skills, quick thinker and driven by energy and enthusiasm. <p>For more details, please visit: www.numspak.edu.pk</p>	1	55 Years
14.	Assistant Controller of Examination	<p>Qualification:</p> <ul style="list-style-type: none"> Masters/ Bachelor's degree (16 years education) preferably in Management / Administration / Medical Sciences related discipline, from HEC recognized University / Institution. Preference shall be given to MBBS/BDS/HPE/Higher qualification in relevant field <p>Experience:</p> <ul style="list-style-type: none"> Minimum 7 years post qualification relevant experience in Management / Administration / Academics including a minimum of 5 years working experience in HEC recognized University/ Medical Institution. Preference shall be given to Experience of working in Examination Dept of a Medical University/Medical Institution. Well versed with Government rules and Regulations of PM&DC / HEC and other relevant regulatory bodies. Should have strong verbal / written communication skills. <p>For more details, please visit: www.numspak.edu.pk</p>	1 Station: Lahore	45 Years

15.	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 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
16.	Manager	<p>Qualification:</p> <ul style="list-style-type: none"> • Master's/ Bachelor degree (16 Years education) preferably in Management and Business Administration 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 5 Years post qualification experience including 3 years of relevant experience in handling academic activities, student affairs, human resource & coordination matters and office management in reputed public / private organizations, preferably at similar position. • Experience at a medical university/ institution will be an added preference. • Conversant with HEC/ PMDC policies/ rules & regulation. • Have knowledge of best practices & hands on experience in drafting relevant policies and development of processes. • Should have strong organizational skills excellent interpersonal & communication skills. <p>For more details, please visit: www.numspak.edu.pk</p>	1	40 Years
17.	Manager (Finance)	<p>Qualification:</p> <ul style="list-style-type: none"> • Master's/ Bachelor degree (16 Years education) in Accounting/ Finance/ Commerce or equivalent 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 5 Years post qualification experience including 3 years of working experience in maintaining Financial record, Double Entry, Accounting Software and Financial/ Reporting, Handling Banking Transaction in reputed public/ private sector organization, preferably at similar position. • Well versed with government applicable taxes and deposit all the applicable taxes and other payments to government through FBR online portal. • 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	40 Years
18.	Assistant Manager	<p>Qualification:</p> <ul style="list-style-type: none"> • Master's/ Bachelor 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 Examination matters and Office Management in reputed public/ private sector organization, preferably at similar position • 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>	8	35 Years
19.	Assistant Librarian	<p>Qualification:</p> <ul style="list-style-type: none"> • Masters in Library and Information System (MLIS) or equivalent degree 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 2 - 5 years' relevant experience including knowledge of Integrated Library Systems. Applicant should have working experience of library procedures, electronic resources, Cataloging and databases management. • Well versed in handling Library software's e. g Koha, Digital Library Calibre etc. • Proficient in Microsoft Word, Excel, Power point, and Internet Browsing. • Should have strong interpersonal and team coordination skills. <p>For more details, please visit: www.numspak.edu.pk</p>	1	35 Years

20.	Office Assistant/ Sub Office Assistant	<p>Qualification:</p> <ul style="list-style-type: none"> BA/ BSc (Office Assistant) and FA/FSc (Sub Office Assistant) or equivalent degree from recognized 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 10 years (Office Assistant) and 7 years (Sub Office Assistant) post qualification relevant experience including 7 & 5 years of working experience respectively in academic administration, office management, coordination and document handling in reputed public/ private sector organization. Proficient in Microsoft Word, Excel, Power point, and Internet Browsing. Should have strong verbal/ written communication skill <p>For more details, please visit: www.numspak.edu.pk</p>	5/3	45 Years
21.	Telephone/ Exchange Operator	<p>Qualification:</p> <ul style="list-style-type: none"> FA/FSc/ DAE with relevant technical courses. Preferences will be given to higher qualification in relevant field. <p>Experience:</p> <ul style="list-style-type: none"> Minimum 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>	2	40 Years
22.	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 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
23.	Plumber	<p>Qualification:</p> <ul style="list-style-type: none"> Literate. Preference will be given having Secondary/ Higher Secondary education. <p>Experience:</p> <ul style="list-style-type: none"> Minimum 7 years' relevant working experience <p>For more details, please visit: www.numspak.edu.pk</p>	1	45 Years
24.	Office Attendant (Catering)	<p>Qualification:</p> <ul style="list-style-type: none"> Literate. Preference will be given to candidate having Secondary/ Higher Secondary education and additional qualification/ certification from reputed Hospitality Institutes like COTHM. <p>Experience:</p> <ul style="list-style-type: none"> Minimum 5 years' working experience as waiter/ food handler in reputed Public/ Private sector organization/ Mess/ Hotel. <p>For more details, please visit: www.numspak.edu.pk</p>	2	23-45 Years
25.	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>	1	45 Years
Army Medical College, RWP				
26.	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 & 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
27.	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. Preference will be given to FCPS/ higher qualification. <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>	1	45 Years
28.	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 filed at a reputed medical Institution/ University will be an added advantage. <p>For more details, please visit: www.numspak.edu.pk</p>	2	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>. Serial 22 to 25 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/>**
4. **Application fee (non-refundable) for posts at Serial No. 1, 2, 3, 5 to 14, 26 & 27 is Rs.1500/- Serial No. 4, 15 to 18 & 28 is Rs.1000/- Serial No. 19 to 21 is Rs.500/- No Fee for Serial No. 22 to 25. 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 1st Apr 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
EMPLOYER**

Director Human Resource

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Ad No. 88(1)/3/2024