

SITUATION VACANT

Applications are invited from qualified Pakistani Nationals for the following posts in the National University of Medical Sciences (NUMS), Rawalpindi on contractual basis:-

Position(s) & Department	Qualification & Experience	Max Age on Closing
<p>1. Treasurer</p>	<p>Qualification: Chartered Accountant or MBA/Masters in relevant discipline or equivalent degree from HEC recognized University /Institution. Preference will be given to higher qualification in relevant field. Must be computer savvy.</p> <p>Experience:</p> <ul style="list-style-type: none"> - 17 to 20 years Post qualification relevant experience in progressively responsible position in a large national/international organization, preferably in a University/ Health Care Service Provider. - At-least 7 years of Senior Management position dealing with all aspects, from policy formulation to operations of accounts, budget, audit & public/private partnerships preferably in a University. - High level of interpersonal & presentation skills, including written and verbal communication/ negotiation skills etc. 	<p>63 Years</p>
<p>2. Advisor (Legal Affairs)</p>	<p>Qualification: LLB/LLM from HEC recognized University/ Institution. Preference will be given to higher qualification in relevant field & registration with Bar Council. Must be computer savvy.</p> <p>Experience:</p> <ul style="list-style-type: none"> - Minimum 15-years Post qualification experience including 7-years of experience at a senior level in law affairs with any Public / Private sector University/ organization. - Conversant with legal drafting of policies/ regulation, especially related to Universities/ institutes, with proficiency in MS Office. 	<p>63 Years</p>
<p>3. Director (Budget & Audit)</p>	<p>Qualification: Chartered Accountant/ MBA (Finance) or equivalent degree from HEC recognized University /Institution. Preference will be given to higher qualification in relevant field. Must be computer savvy.</p> <p>Experience:</p> <ul style="list-style-type: none"> - Minimum 15-years' Post qualification relevant experience including 7 years of experience at supervisory position in the areas of Financial management, Audit and Budget preparation/forecasting, in national/international organizations. - Experience with reputed Universities and Financial Institutes will be preferred. 	<p>50 Years</p>

<p>4. Director (IT)</p>	<p>Qualification: MS in Computer Sciences/ IT or equivalent degree from HEC recognized University/Institution. Preference will be given to higher qualification in relevant field.</p> <p>Experience:</p> <ul style="list-style-type: none"> - Minimum 15-years' Post qualification relevant experience including 7 years of experience at senior managerial position in the areas of development & deployment of large or campus wide networks, ERP systems, CMS & Databases and also experience of IT Systems implementation, management & operations. Have sound knowledge of emerging technologies like Cloud Computing, Analytics and Artificial Intelligence etc. - Experience with reputed Universities/Institutes will be preferred. 	<p>50 Years</p>
<p>5. Deputy Director (Planning & Development)</p>	<p>Qualification: Master's degree/ Bachelor of Engineering or equivalent degree (16 Years education) from HEC recognized University /Institution. Preference will be given to higher qualification in relevant field and PMP certification. Must be computer savvy.</p> <p>Experience:</p> <ul style="list-style-type: none"> - Minimum 10-years' Post qualification relevant experience including 7-years of working experience in Project management /Planning & Development Directorate / Planning Commission, HEC recognized university /Institution. - Should have sound knowledge of project proposal preparation, monitoring & evaluation of development projects etc. with proficiency in MS office and MS Project Management. 	<p>45 Years</p>
<p>6. Deputy Director (Veterinary Sciences)</p>	<p>Qualification: MSc (Hons) in Veterinary disciplines/ equivalent degree with basic degree of DVM from HEC/PVMC recognized University/Institution. Preference will be given to higher qualification in relevant field. Must be computer savvy.</p> <p>Experience: Minimum 10-years' Post qualification relevant experience including 7-years of working experience in a HEC recognized University/Government Institutes/ RV&FC set ups, with proficiency in MS office.</p>	<p>45 Years</p>
<p>7. Assistant Director (Human Resource)</p>	<p>Qualification: Master's degree (16 Years education) from HEC recognized university/ Institution. Preference will be given to higher qualification in relevant field i.e. MS/MBA. Must be computer savvy.</p> <p>Experience:</p> <ul style="list-style-type: none"> - Minimum 7-years Post qualification experience including 5-years of working experience in HRM in a reputed Public Sector HEC recognized University/Institution. - Familiar with HEC & PM&DC policies/rules & regulations especially related to University, with proficiency in MS Office. Should have strong verbal/written communication skills. 	<p>40 Years</p>
<p>8. Assistant Director (Admission & Registration)</p>	<p>Qualification: 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> <p>Experience: Minimum 7-years' Post qualification experience including 5-years of working experience in Admission/ Registration process in a reputed HEC recognized University/institution, preferably in Medical University. Should have strong verbal/written communication skills.</p>	<p>40 Years</p>

<p>9. Assistant Director (Health Profession Education)</p>	<p><u>Qualification:</u></p> <p>Master's/Bachelor degree (16 Years education) in physical or biological sciences from HEC recognized university/ Institution. Preference will be given to higher qualification in Health Profession Education (HPE). Must be computer savvy.</p> <p><u>Experience:</u></p> <p>Minimum 7-years' Post qualification experience including 5-years Assessment & Evaluation experience in HPE setup of a reputed medical University. Should have strong verbal/written communication skills and experience in Statistical analysis, Survey Administration & Examination etc.</p>	<p>40 Years</p>
<p>10. Manager (Online Journal)</p>	<p><u>Qualification:</u></p> <p>Master's/ Bachelor degree (16 Years education) in IT or Computer Sciences from HEC recognized university/institution. Preference will be given to higher qualification in relevant field. Must be computer savvy.</p> <p><u>Experience:</u></p> <ul style="list-style-type: none"> - Minimum 5-years of Post qualification experience including 3-years working experience in web designing & development in an online academic medical journal or scientific publishing house. - Technical proficiencies in the software like Advance Excel, Quick Book, Adobe Premiere Pro, Coral Draw, In design, Dot Net, Quark Xpress, Word Press. Should have strong verbal/written communication skills. 	<p>40 Years</p>
<p>11. Photographer</p>	<p><u>Qualification:</u></p> <p>Master's/ Bachelor's degree (16 years' education) in Social Sciences/ Humanities/ Mass Communication/ Computer Arts or equivalent from HEC recognized University/Institution. Must be computer savvy.</p> <p><u>Experience:</u></p> <p>3-years' Post qualification experience as photographer or working in a video production house of well repute.</p>	<p>33 Years</p>
<p>12. 3D Animator</p>	<p><u>Qualification:</u></p> <p>Masters/Bachelor's degree (16 years' education) from an HEC recognized University/ Institution with advance courses in 3D software or multiple 3D Animation Projects.</p> <p><u>Experience</u></p> <p>3-years of experience in creating high detail industrial mechanical models with developing storyboards and 3D graphics in a University or Public/Private sector organization. Sound recording experience would be preferred.</p>	<p>33 Years</p>

<p>13. Application Developer</p>	<p><u>Qualification:</u></p> <p>Masters/Bachelor's degree (16 years' education) in IT or Computer Sciences from HEC recognized University/Institute with courses in data structuring, system design and programming.</p> <p><u>Experience:</u></p> <p>3-years of Post qualification working experience as a mobile developer, development using Xamarin/Android/Swift platform. Strong OOP and programming concepts in .Net /JAVA/Objectives-C Technologies. Proficient in working with different web services architectures & frameworks, object relational modeling framework such as entity Framework. Experience on web service integration (SOAP, REST, JSON, XML), Android & iOS application development, Good troubleshooting skills etc.</p>	<p>33 Years</p>
<p>14. Admin Supervisor</p>	<p><u>Qualification:</u></p> <p>FA/ FSc or equivalent degree. Preference will be given to higher qualification in relevant field. Must be computer savvy.</p> <p><u>Experience:</u></p> <p>Minimum 7-years' Post qualification experience including 5-years of working experience in Administration, Transportation, Store and Office Management in a reputed Public/ Private sector organization, with proficiency in MS Office.</p>	<p>45 Years</p>
<p>15. Faculty position(s)</p> <p>Professor (NPS/TTS) Social Sciences/ Humanities</p> <p>a. Philosophy</p> <p>b. Education</p>	<p><u>Qualification:</u> PhD in relevant field from HEC recognized University/ Institution. Must be computer savvy.</p> <p><u>Experience:</u> 15-years teaching/research experience with at least 10-years Post-PhD level experience in HEC recognized University/Institute. Preference will be given to those having research work in medical/health related areas.</p> <p><u>Publications:</u></p> <p>15 research publications in HEC recognized journals with atleast 5 publications during last 5-years.</p> <p><u>(For details please visit:</u> http://www.hec.gov.pk/english/services/universities/QA/Documents/All%20disciplines%20July%2020%202013.pdf)</p>	<p>55 Years</p>
<p>16. Associate Professor (NPS/TTS) Social Sciences/ Humanities</p> <p>c. Philosophy</p> <p>d. Education</p>	<p><u>Qualification:</u> PhD in relevant field from HEC recognized University/ Institution. Must be computer savvy.</p> <p><u>Experience:</u> 10-years teaching/research experience with at-least 5-years Post-PhD level experience in HEC recognized University/Institute. Preference will be given to those having research work in medical/health related areas.</p> <p><u>Publications:</u> 10 research publications in HEC recognized journals with atleast 4 publications during last 5-years.</p> <p><u>(For details please visit:</u> http://www.hec.gov.pk/english/services/universities/QA/Documents/All%20disciplines%20July%2020%202013.pdf)</p>	<p>50 Years</p>

<p>17. Assistant Professor (NPS/TTS) Social Sciences/ Humanities a. Philosophy b. Education</p>	<p>Qualification: PhD in relevant field from HEC recognized University/ Institution. Must be computer savvy.</p> <p>Experience: Minimum 2-years post PhD relevant experience in teaching / research in HEC recognized University/Institute. Preference will be given to those having research work in medical/health areas.</p> <p>(For details please visit: http://www.hec.gov.pk/english/services/universities/QA/Documents/All%20disciplines%20July%2020%202013.pdf)</p>	<p>45 years</p>
<p>18. Assistant Professor (Nursing)</p>	<p>Qualification: MSN, MSPH/ MPH with basic degree RN/RM/Specialty Diploma with Post RN/BSN (4-years) from HEC recognized University/Institution. Must be registered with PNC & computer savvy.</p> <p>Experience: Minimum 5-years of experience of teaching/research, Clinical and administration in reputed University/Nursing Institute.</p> <p>Publications: 2 research publications in journals recognized by HEC/PNC with at least 1 publication during last 2-years.</p> <p>(For details please visit: http://www.pnc.org.pk/admin/uploaded/Eligibility%20Criteria_1.pdf)</p>	<p>45 years</p>
<p>19. Demonstrator (Periodontology)</p>	<p>Qualification: BDS from HEC/PM&DC recognized University/Institution. Preference will be given to higher qualification in relevant field. Must be computer savvy.</p> <p>Experience: 2-years of teaching experience in reputed Medical University/Institute will be preferred.</p> <p>(For details please visit: http://www.pmdc.org.pk/LinkClick.aspx?fileticket=OELjgmNQY6U%3D&tabid=102&mid=728)</p>	<p>40 Years</p>

General Conditions

- All appointments are purely on contract basis (Renewable).
- Salary package will be determined according to qualification, experience & capability.
- Interested applicants can apply ONLINE only through NUMS job portal i.e. <http://jobs.numspak.edu.pk>
- Last date for submission of applications is **28th May 2018**
- The University authorities reserve the right to accept or reject any application without assigning any reason. Maximum age limit is relaxable in specialized/experienced cases.
- Late and incomplete applications shall not be entertained.
- Only shortlisted candidates will be called for test/ interview.
- Applicants presently working in Government, Semi Government and Autonomous Bodies should send their applications along with NOC from the employer.
- For all positions only HEC/PM&DC certified/verified degrees & documents will be acceptable.
- No TA/DA will be paid for test/interview.

For more details please visit:

www.numspak.edu.pk

NUMS IS AN
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OPPORTUNITY
EMPLOYER.

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