



NATIONAL UNIVERSITY OF MEDICAL SCIENCES

SITUATIONS VACANT

National University of Medical Sciences (NUMS) is a Federal Public Sector University, with the 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 alongwith Social & Behavioral Sciences. Moreover, at its Islamabad Campus spread over 1000 acres, a Medical City is being established inclusive of a 4000 bed health-care facility and will offer diverse programs in all disciplines of knowledge with emphasis on Biological & Medical Sciences.

NUMS is seeking applications from Pakistani national of high caliber, self-motivated and reflective professionals having excellent interpersonal communications skills for the following faculty, administrative and technical positions on contractual basis: -

Ser #	Name of Post (s) & Department (s)	Qualification & Experience	Max Age on Closing
Faculty Positions			
1.	Assistant Professor (Bio Sciences) NPS/TTS	Qualification: PhD (Biosciences/Bioinformatics/Cell Biology/Biotechnology/Molecular Biology) from HEC recognized University/ Institution. Experience: 2-years post PhD relevant experience in teaching/ research in HEC recognized University/ Institute will be preferred. (For details please visit: http://www.nusmpak.edu.pk)	*45 years
2.	Demonstrator (s) a) Anatomy b) Biochemistry	Qualification & Experience: Must have duly recognized/registered qualification & experience as per PM&DC appointment criteria. (For details please visit: http://www.pmdc.org.pk/LinkClick.aspx?fileticket=OELjgmNQY6U%3d&tabid=292&mid=845)	*40 Years
Administrative & Technical Positions			
3.	Deputy Director (Admissions)	Qualification: Master's degree from HEC recognized university/ Institution. Preference will be given to higher degree in Medical Administration. Must be computer savvy. Experience: Minimum 10-years' Post qualification relevant experience in supervision/ management of Admission Affairs in a Medical College/ university. Should have strong interpersonal and communication skills.	*45 years
4.	Network Administrator	Qualification: 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. Experience: - Minimum 10-years of Post qualification experience including 7-years of working experience in context of educational & health-care institutions. Expertise in designing/ establishing networks, maintaining Windows/ Linux servers, network security and VLAN & WAN. - Good in installing/ configuring software on window/Linux servers, expertise in Oracle/SQL Server database management, cloud computing, RAID storage and PBX. Should have strong interpersonal and team coordination skills.	*45 years
5.	Senior Web Developer	Qualification: 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. Experience: - Minimum 7-years of Post qualification experience including 5-years working experience in creating new web portals with scalable architecture using Angular, Asp.net and PHP. - Hands on expertise in performance/ security of web portals, connecting and using Oracle/SQL Server databases for web portals, cloud computing and latest web technologies. Should have strong interpersonal and team coordination skills.	*40 years
6.	Web Developer	Qualification: 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. Experience: - Minimum 5-years of Post qualification experience including 3-years working experience in managing/ creating web portals using Angular, Asp.net and PHP. - Expertise in security of web portals, connecting database with web portals, cloud computing and latest web technologies. Should have interpersonal and team coordination skills.	*40 years
7.	Manager Accounts	Qualification: 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. Experience: Minimum 5-years' Post qualification experience including 3-years of working experience in implementation of financial processes, licensed accounting/budgeting softwares and financial/accounts data management in reputed public/ private organizations preferably in HEC recognized University/institution. Should have strong verbal/written communication skills.	*40 years
8.	Sub Office Assistant	Qualification: FA/ Fsc/ ICS or equivalent with 5 years' experience OR Matric with 7 years' experience with proficiency in Microsoft Word, Excel, Power Point and internet browsing with minimum typing speed of 30 WPM. Experience: Intermediate with three years and Matric with five years' service as Junior Office Assistant/ LDC or equivalent in a Public / Private sector organization. Expert use of MS-Office is mandatory along with practical knowledge of document handling and office management.	*40 Years

General Conditions

- All appointments are 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 17 December 2018.** Incomplete applications or applications containing incorrect information shall be rejected.
- The University authorities reserve the right to accept or reject any application without assigning any reason.
- *Maximum age limit relaxable under specialized circumstances/ experienced cases.
- Only shortlisted candidates will be called for test/ interview.
- 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/PM&DC 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 & condition shall be dealt in accordance with the provisions on NUMS Statutes.

NUMS IS AN EQUAL OPPORTUNITY EMPLOYER

For more details, please visit: www.numspak.edu.pk

**Director Human Resource,
NUMS Secretariat, Rawalpindi. Phone no. 051-9271878**