



**Project Management Unit**  
**for the Project “Establishment of Punjab Public Health Agency (PPHA)”**  
**SPECIALIZED HEALTHCARE & MEDICAL EDUCATION DEPARTMENT,**  
**GOVT. OF PUNJAB**

**CAREER OPPORTUNITIES**

Specialized Healthcare & Medical Education Department, Government of Punjab seeks to hire a team of consultants for Project Management Unit for the Project “Establishment of Punjab Public Health Agency (PPHA)” at competitive compensation packages and attractive incentives to assist in designing of the PPHA

<b>Title/Position (s)</b>	<b>Qualification</b>	<b>Experience</b>
<b>Chief Operating Officer</b>	Post-graduate qualification in /Public Administration/Business Administration from HEC recognized institutions	Minimum of 8 years of post-qualification senior leadership experience in the health/social sector of which at least 5 years is in a senior operational leadership role managing administration, finance and human resource functions. Proven extensive judgement and originality to understand and evaluate operational aspects. Experience of working with public sector and exceptional communication skills are highly desirable
<b>Chief Technical Officer</b>	MBBS with post-graduate qualification in Health Sciences/Public Health/Public Administration/Business Administration/Public Policy. from HEC recognized institutions	Minimum of 8 years of post-qualification progressive work experience in a relevant field in health/social sector of which at least 5 years is in a senior technical leadership role. Extensive proven experience of working in both public and private sectors, in all phases of programme development and project implementation and management is essential i.e. planning, execution, monitoring, technical evaluation and reporting. Experience of working with donors and international public health organization is desirable together with exceptional communication skills and computer proficiency.
<b>Manager</b>	MBBS with post-graduate qualification in related disciplines i.e. Health Sciences/Public Health/Business Administration/Development Studies from HEC recognized institutions	Minimum of 5 years of post-qualification experience in a technical managerial role in health/social sector; Preference will be given to the candidates with project design, implementation and management experience in donor and international NGOs. Exceptional communication skills and computer proficiency is highly desirable
<b>Consultants (7)</b>	Post-graduate qualification in related disciplines i.e. Health Sciences/Epidemiology/Management/Administration/Social Sciences /Public Policy from HEC recognized institutions	Minimum of 7 years post qualification professional experience in health/social sector in one or more of the following areas; <ol style="list-style-type: none"> <li>1. Strategy development</li> <li>2. Monitoring and evaluation</li> <li>3. Health Management Information Systems</li> <li>4. Institutional Development</li> <li>5. Health Legislation</li> <li>6. Public Financial Management</li> <li>7. Health Policy</li> </ol> Experience of providing consulting services to donors, international public health organization is desirable.
<b>Assistant Manager Procurement (1)</b>	Post-graduate qualification in related disciplines i.e Administration (Supply Chain) from HEC recognized universities	Minimum of 3 years of post-qualification experience in the procurement of services and consultants in both public and private sector. Experience of developing RFPs, TORs, Technical evaluation criteria for international public/ private sector agencies like World Bank, DFID will be preferred. Knowledge and experience of procurement according to PPRA Rules is essential. Computer proficiency and good communications skills are desirable
<b>Assistant Manager Finance &amp; Admin (1)</b>	Post-graduate qualification in related disciplines i.e. Business Administration/Commerce/Finance from HEC recognized institutions	Minimum of 3 years of post-qualification experience in financial and administrative management; Knowledge of relevant govt financial rules and regulation is essential. Computer proficiency and good communications skills are desirable
<b>Assistant Manager Communications &amp; Reporting (1)</b>	Post-graduate qualification in Mass communications, journalism, social sciences or related areas from HEC recognized institutions	Minimum of 3 years of post-qualification experience in donor liaison, communication, proposal and report writing, media relations. Computer proficiency and good communications skills are desirable
<b>Assistant Manager MIS (1)</b>	Post-graduate qualification in Information Technology/Geographic	Minimum of 3 years of post-qualification in developing Management Information Systems for local and international donor funded projects; Knowledge of health information system being used

	Information System/Management Information System from HEC recognized institutions	in public and private sector is essential. Computer proficiency and command on relevant software is highly desirable
<b>Assistant Manager Research, Monitoring &amp; Evaluation (1)</b>	Post-graduate qualification in information sciences, social sciences, health systems management, monitoring and evaluation or other relevant degree from HEC recognized institutions	Minimum of 3 years of experience; preference will be given to the candidates having experience of conducting quantitative and qualitative research, designing and implementing M&E activities in development projects implemented by national/international NGOs/UN bodies/Government. Computer proficiency and good communications skills are desirable
<b>Receptionist (1), Naib Qasid (1), Cook (1), Peon (2) Sweeper (2)</b>	BA (for receptionist only); Matric (for Peon/ Naib Qasid)	Minimum of 3 year of experience of working in similar position; Preference will be given to the candidates with experience of working with armed forces and corporate sector organizations
<b>Driver (2)</b>	-	Minimum of 5 year experience of driving with senior executives of corporate/public sector organizations; Preference will be given to the candidates with experience of working with armed forces

1. Candidates fulfilling the above mentioned criteria should send their applications along with details CVs, a passport size photograph and a copy of CNIC through courier/ registered post on below mentioned address latest by 30.12.2016. Only shortlisted candidates fulfilling the above mentioned criteria will be called for interview.
2. Candidates shall produce original documents, along with a set of attested copies of all the relevant documents, at the date & time of interview by Specialized Healthcare & Medical Education Department.
3. No T.A/D.A will be admissible for the test and interview.
4. Details TORs/ Job description of the positions offered above can be viewed at <http://www.health.punjab.gov.pk/>

**SENIOR ASSISTANT MANAGER**  
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