



**SPECIALIZED HEALTHCARE AND MEDICAL EDUCATION DEPARTMENT,  
GOVERNMENT OF PUNJAB**

**(JOB OPPORTUNITIES)**

Specialized Healthcare & Medical Education Department, Government of the Punjab seeks to hire a team of top professionals for Strategic Management and Internal Policy Unit, (SM&IPU) at competitive compensation packages and attractive incentives to analyze, plan, execute, monitor & evaluate the implementation of the proposed interventions on the basis of goals and aims as set by the Department of SHC & ME in the pilot hospitals.

<b>1</b>	<b>Job Title:</b> <b>EXECUTIVE DIRECTOR IMPLEMENTATION AND COORDINATION</b>	<b>Number of Posts:</b>  <b>01</b>	
	<b>Qualification:</b> M.B.B.S or M.B.A (Executive/Finance) or MSc in Healthcare Management or MPH or M.S Project Management or M.S Total Quality Management (TQM) or MPA from a local or international reputable university	<b>Experience:</b> Minimum 10 years of relevant experience in healthcare management at tertiary level OR 10 years of management experience in public administration	<b>Major Responsibilities:</b> Executive Director Implementation & Coordination liaises with other team members in generating and developing a good project plan that is capable of achieving progression criteria with the use of proven methods in the shortest time possible. He /She shall keep an oversight on the implementation of projects & initiatives in addition to coordination and problem solution. He / She shall also be liable for project document writing i.e. PC-Is , Project Proposals, Concept Papers etc.
<b>2</b>	<b>Job Title:</b> <b>DIRECTOR PROCUREMENT AND CONTRACT MANAGEMENT</b>	<b>Number of Posts:</b>  <b>01</b>	
	<b>Qualification:</b> Master Degree in Business Administration or Engineering Degree or LLB from HEC recognized or well reputed international university.	<b>Experience:</b> Minimum 05 years of relevant experience in the procurement of medicines or medical equipment or procurement of goods &	<b>Major Responsibilities:</b> Director Procurement & Contract Management shall be responsible for the cost effective procurements of medicines and medical equipment and goods & services. He shall also be responsible for

	services or procurement experience in any international agency like world bank,, DFID etc.	<p>completion of procurement cycle in defined time lines and in accordance with laid down rules and regulations. He / She shall also be responsible for preparation of RFPs and defining /setting up technical evaluation criteria's for procurement of goods and services.</p> <ul style="list-style-type: none"> <li>- He / She shall also be responsible for writing TORs, RFPs, Technical Evaluation Criteria and deliverables for hiring consultancies (both individual &amp; firms)</li> <li>- He/ She may also have knowledge and experience of Public Private Partnership and leasing of equipment and services</li> </ul>	
	<b>Job Title:</b> <b>DIRECTOR BIOMEDICAL EQUIPMENT</b>	<b>Number of Posts:</b> <b>01</b>	
<b>3</b>	<p><b>Qualification:</b> B.Sc. Biomedical Engineering or Electrical Engineering or Electronics Engineering or any other equivalent higher qualification. Additional Masters degree in any stream of management sciences will have an added advantage.</p>	<p><b>Experience:</b> Minimum of 05 years experience in biomedical equipment procurement &amp; planning, policy and maintenance management. He /She shall have comprehensive knowledge of all clinical specialities and Biomedical equipment. He / She may also have experience in the standardization of specifications and prequalification of vendors.</p>	<p><b>Major Responsibilities:</b> Director Biomedical Equipment shall be responsible to evaluate the requirements of biomedical equipment in new projects, capacity evaluation of already installed equipment, functionality check of already installed equipment, supervision of Biomedical equipment inventory management systems, preparation and standardization of biomedical equipment specifications, prequalification of medical equipment vendors, assistance in the procurement of new equipment, assistance in the technical evaluations of equipment, on-going support to the teaching hospitals as and when required. He / She may also have knowledge of leasing of equipment and services</p>

	<b>Job Title:</b> <b>DIRECTOR DEVELOPMENT, FINANCE &amp; STRATEGY</b>	<b>Number of Posts:</b>  <b>01</b>	
4	<b>Qualification:</b> M.B.A (Finance) or CA or any other relevant degree. Courses in Project Management and Portfolio Management will have an added advantage.	<b>Experience:</b> Minimum of 05 years experience in financial management and or project management preferably in health care management projects.	<b>Major Responsibilities:</b> Director Development, Finance & Strategy shall be responsible to prepare and look after the development and financial aspects of ongoing projects and new projects. He/she will also prepare the monthly consolidated financial report for management review and decision making. He/she will also be responsible to facilitate any due diligence exercise by the Department.
	<b>Job Title:</b> <b>DIRECTOR OPERATIONS</b>	<b>Number of Posts:</b>  <b>01</b>	
5	<b>Qualification:</b> M.B.B.S or M.Sc in Operations Management-Health Policy and Management, Public Health, Project Management or Quality Control Management.	<b>Experience:</b> Minimum of 05 years experience in operations management preferably in healthcare management projects	<b>Major Responsibilities:</b> Director Operations shall be responsible for suggesting improvement in operations across teaching hospitals. He / She shall ensure due diligence to achieve maximum operational uplift and efficiency. The position holder shall ensure that the expectations from project are met, policies are enforced, and challenges and their solutions identified are implemented.
	<b>Job Title:</b> <b>DIRECTOR HUMAN RESOURCE MANAGEMENT</b>	<b>Number of Posts:</b>  <b>01</b>	
6	<b>Qualification:</b> M.B.A (HRM) or M.Sc in Human Resource Management	<b>Experience:</b> Minimum of 05 years experience in Human Resource Management preferably in health care management projects.	<b>Major Responsibilities:</b> Director Human Resource Management shall be responsible for evaluating HR needs and shall provide consultation on staffing plans, compensation and benefits, and training, development, and orientation across tertiary care hospitals in Punjab. In addition, he/she shall be expected

			to take a leadership position in designing and developing a new organizational culture in hospitals through HR initiatives.
	<b>Job Title:</b> <b>DIRECTOR HOSPITAL MANAGEMENT INFORMATION SYSTEM</b>	<b>Number of Posts:</b>  <b>01</b>	
7	<b>Qualification:</b> B.Sc. Computer Engineering or B.Sc. Software Engineering or B.Sc. Computer Sciences. Additional master degree in Computer Sciences / M.S (I.T) may have added advantage	<b>Experience:</b> Minimum of 05 years experience in the designing, execution and maintenance of Information management systems preferably in health care information management systems.	<b>Major Responsibilities:</b> Director HMIS will be responsible for planning, designing, implementations, execution and maintenance of MIS solutions at hospitals identified by the department. He / She shall also be responsible to design such IT solutions, Programs which may be required for smooth functioning and operations of hospital information management system and the department of specialized Healthcare & Medical Education Department.
	<b>Job Title:</b> <b>DIRECTOR HOSPITAL DESIGN AND PLANNING</b>	<b>Number of Posts:</b>  <b>01</b>	
8	<b>Qualification:</b> B.Sc. Civil Engineering or Bachelor's in Architecture or any other higher qualification. Additional Masters degree in any stream of management sciences will have added advantage.	<b>Experience:</b> Minimum of 05 years experience in the designing of hospitals and medical equipment & mechanical equipment planning and placement in health sector	<b>Major Responsibilities:</b> Director Hospital Designing and Planning shall be responsible for the design reviews & approval of ongoing projects in the health sector in addition to designing and approving new projects / hospitals & medical colleges. He /She also work on the clinical and operational

			workflow of existing hospitals and made recommendations / arrangements to make these more comfortable for patient and patient care. He / She shall have clear understanding of the dynamics and requirements of hospital design & healthcare service delivery units.
	<b>Job Title:</b> <b>STATISTICAL OFFICERS</b>	<b>Number of Posts:</b> <b>02</b>	
<b>9</b>	<b>Qualification:</b> M.Sc. Statistics or Statistical Sciences.	<b>Experience:</b> Minimum of 05 years experience of data handling and statistical evaluation of different organization. Candidates having relevant experience in healthcare organization will have added advantage.	<b>Major Responsibilities:</b> The statistical Officers shall be responsible for data analysis of different teaching hospitals and reporting on continuous basis.

**NOTE:**

All officers shall be responsible for the smooth, efficient and organized functioning of their portfolio of services. The job responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position.

1. Following skills are required in addition to the qualification & experience;
  - i. Ability to communicate orally and in writing, using technical terminology with technical writing skills,
  - ii. Extensive judgment and originality to understand and evaluate technical aspects of the product/services.
  - iii. Comprehensive knowledge of personal computers and software packages, including specification knowledge of MS world, MS Excel, MS PowerPoint, MS Access & Electronic document management
  - iv. Ability to use any software based program for use in technical aspects of hospitals.
2. Candidates fulfilling the above mentioned criteria should send their applications along with detailed CVs, a passport size photograph & a copy of CNIC and all educational degrees / certificates duly attested through courier / registered post on below mentioned address latest by **12<sup>th</sup> June 2017 (Monday)**. Only shortlisted candidates fulfilling the above mentioned criteria will be called for interview.
3. Candidates shall produce original documents at the date & time of interview intimated by specialized Healthcare and Medical Education Department.

4. No TA/DA will be admissible for the test and interview.
5. Attractive market based remuneration package shall be offered.

**Section Officer (General),  
Office of the Secretary Specialized Healthcare and Medical Education Department,  
Govt. of the Punjab, Civil Secretariat, Lahore  
Tel: 042-99210749**