



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

(JOB OPPORTUNITIES)

Support Team for Project Implementation Team (Strategic Management & Internal Policy Unit)
(SM&IPU)

1. DEPUTY DIRECTOR IMPLEMENTATION AND COORDINATION	Number of Posts 01
<u>Required Qualification:</u> 16 years of education in Business Administration or Management Sciences or Economics or Public Health or in similar discipline.	<u>Required Relevant Experience:</u> At least 02 years
<u>Responsibilities:</u> <ul style="list-style-type: none">- Assisting, supporting and coordinating with Director Implementation & Coordination- Coordination with all team members and Departments / stakeholders, as and when required, ensuring and encouraging their participation.- Risk-management, crisis-management, development and implementation of corrective measures during the execution of projects & initiatives- Ensure adequate and timely provision of resources & information for the projects	
2. ASSISTANT DIRECTOR IMPLEMENTATION AND COORDINATION	Number of Posts 01
<u>Required Qualification:</u> 16 years of education in Business Administration or Management Sciences or Economics or Public Health or in similar discipline.	<u>Required Relevant Experience:</u> Fresh graduates may apply
<u>Responsibilities:</u> <ul style="list-style-type: none">- Assisting, supporting and coordinating with Director Implementation & Coordination, Departments / stakeholders, all team members and Implementation & Coordination Officer.- Assessment, reporting and analysis of the project progress, timelines, successes and failures- Data management, logistical administration and coordination- Performing tasks as and when required, authorized and delegated by the Coordinator and/or Director.	
3. DEPUTY DIRECTOR PROCUREMENT	Number of Posts 01
<u>Required Qualification:</u> 16 years of education in Business Administration or Management Sciences or Accounting and Finance or in similar discipline.	<u>Required Relevant Experience:</u> At least 02 years

<p><u>Responsibilities:</u></p> <ul style="list-style-type: none"> - Assisting, supporting and coordinating with Director Procurement and Contract Management - Ensuring PPRA Rules compliance, efficiency and timely processing of procurement of goods and services - Reporting, assessing and evaluating the procurement process in terms of compliance, efficiency and flaws - Developing and implementing standardized criteria for prequalification of bidders, preparation of RFPs and defining setting up technical evaluation criteria's - Reviews, updates, and maintains purchase orders until they are closed. 	
<p>4. ASSISTANT DIRECTOR PROCUREMENT</p>	<p>Number of Posts</p> <p style="text-align: center;">01</p>
<p><u>Required Qualification:</u> 16 years of education in Business Administration or Management Sciences or Accounting and Finance or in similar discipline.</p>	<p><u>Required Relevant Experience:</u> Fresh graduates may apply</p>
<p><u>Responsibilities:</u></p> <ul style="list-style-type: none"> - Assisting, supporting and coordinating with Deputy Director Procurement and all other stakeholders. - A review, planned orders, creates requisitions for purchased items, and manages approval process. - Communicates shortage and backlog reports, and provides visibility of potential interruptions. - Collects data from hospitals to assess lead times, delivery dates, and costs. - Maintains purchase orders and records. 	
<p>5. DEPUTY DIRECTOR CONTRACT MANAGEMENT</p>	<p>Number of Posts</p> <p style="text-align: center;">01</p>
<p><u>Required Qualification</u> LLB or 16 years of education in similar discipline</p>	<p><u>Required Relevant Experience:</u> At least 02 years</p>
<p><u>Responsibilities:</u></p> <ul style="list-style-type: none"> - Assisting, supporting and coordinating with Director Procurement and Contract Management - Establishing and administering contracts with respect to modern medical equipment with their local and/or international vendors and with service providers - Managing established contracts of services and maintenance of medical equipment in order to ensure compliance in line with the contract objectives, government and hospital requirements - Monitoring contract implementation and execution in accordance with the contract management plan - Liaising with stakeholders and vendors - Managing contract enquiries, issues, disputes, variations and undertaking negotiations with the vendors as required - Developing and maintaining up-to-date contract documentation, procedures, data and records to ensure timely communication. 	
<p>6. ASSISTANT DIRECTOR CONTRACT MANAGEMENT</p>	<p>Number of Posts</p> <p style="text-align: center;">01</p>

<p><u>Required Qualification</u> LLB or 16 years of education in similar discipline</p>	<p><u>Required Relevant Experience:</u> Fresh graduates may apply</p>
<p><u>Responsibilities:</u></p> <ul style="list-style-type: none"> - Reports to Deputy Director Contracts Management. - Responsible for assisting in all aspects of contract-related activities. - Maintains and stores all contracts and relevant documents. - Prepares technical evaluation tables for vendor comparisons. 	
<p>7. DEPUTY DIRECTOR BIOMEDICAL EQUIPMENT</p>	<p style="text-align: center;">Number of Posts 01</p>
<p><u>Required Qualification:</u> Diploma in Biomedical Engineering or in similar discipline. High qualification will be preferred.</p>	<p><u>Required Relevant Experience:</u> At least 02 years</p>
<p><u>Responsibilities:</u></p> <ul style="list-style-type: none"> - Assisting, supporting and coordinating with Director Biomedical Equipment - Ensuring optimal utilization of the biomedical equipment installed by the Specialized Healthcare and Medical Education Department - Maintenance, evaluation and timely up gradation of the equipment with adequate market research and requirements analysis - Developing technical specifications and requirements of equipment, and assisting the procurement wing in prequalification of vendors - Preparation of feasibility study for installation of biomedical equipment in hospitals - Process management of medical equipment including purchase order issuance, scheduling of equipment for delivery and installation. 	
<p>8. ASSISTANT DIRECTOR BIOMEDICAL EQUIPMENT</p>	<p style="text-align: center;">Number of Posts 01</p>
<p><u>Required Qualification:</u> Diploma in Biomedical Engineering or in similar discipline. High qualification will be preferred.</p>	<p><u>Required Relevant Experience:</u> Fresh graduates may apply.</p>
<p><u>Responsibilities:</u></p> <ul style="list-style-type: none"> - Reports to Deputy Director Biomedical Equipment. - Collects data from hospitals. - Coordinates with hospital administration to gather new equipment needs and future requirements. 	
<p>9. DEPUTY DIRECTOR DEVELOPMENT, FINANCE AND STRATEGY</p>	<p style="text-align: center;">Number of Posts 01</p>
<p><u>Required Qualification:</u> 16 years of education in Accounting and Finance or Management Sciences or Economics or Business Administration (BBA) or in similar discipline</p>	<p><u>Required Relevant Experience:</u> At least 02 years</p>
<p><u>Responsibilities:</u></p> <ul style="list-style-type: none"> - Assisting, supporting and coordinating with Director Development and Finance - Analyzing periodic reports submitted by Assistant Officer 	

<ul style="list-style-type: none"> - Develop and implement procedures and regulations to standardize the utilization of financial resources. - Manage financial control for the project. - Evaluation of projects in line of department's strategy and vision. 	
10. ASSISTANT DIRECTOR DEVELOPMENT, FINANCE AND STRATEGY	Number of Posts 01
<u>Required Qualification:</u> 16 years of education in Accounting and Finance or Management Sciences or Economics or Business Administration or in similar discipline	<u>Required Relevant Experience:</u> Fresh graduates may apply
<u>Responsibilities:</u> <ul style="list-style-type: none"> - Reports to Deputy Director Development, Finance and Strategy. - Plans and prepares periodic reports of revenues and expenditures. - Coordinates with hospitals in planning of new projects. - Collects data from hospitals on budgets and timelines. - Prepare financial reports and presentations. 	
11. DEPUTY DIRECTOR MONITORING AND EVALUATION	Number of Posts 01
<u>Required Qualification:</u> 16 years of education in Business Administration, in Management Sciences, Economics or in similar discipline.	<u>Required Relevant Experience:</u> At least 02 years Expertise in MS Excel is a prerequisite.
<u>Responsibilities:</u> <ul style="list-style-type: none"> - Assisting, supporting and coordinating with Director Monitoring and Evaluation - Ensuring compliance with timelines - Ensuring proper implementation of policies and conduction of practices - Providing support to the other wings of IPU in terms of monitoring and evaluation - Ensuring compliance with the department's policies and decisions - Participates in the design and implementation of data collection mechanisms that will be used as a baseline for performance and quality evaluations. - Identifies key performance indicators for measurement of quality of service delivery. 	
12. ASSISTANT DIRECTOR MONITORING AND EVALUATION	Number of Posts 01
<u>Required Qualification:</u> 16 years of education in Business Administration or Management Sciences or Economics or in similar discipline.	<u>Required Relevant Experience:</u> Fresh graduates may apply. Expertise in MS Excel is a prerequisite.
<u>Responsibilities:</u> <ul style="list-style-type: none"> - Reports to Deputy Director Monitoring & Evaluation. - Coordinates with hospital administration to ensure operations run efficiently. - Manages data and reports to support the operations of the hospitals. - Completes projects / tasks as assigned by the operations officer / operations Director. 	

13. DEPUTY DIRECTOR OPERATIONS	Number of Posts 01
<u>Required Qualification:</u> 16 years of education in Health Management or Business Administration or Management Sciences or Economics or in similar discipline	<u>Required Relevant Experience:</u> At least 02 years
<u>Responsibilities:</u> <ul style="list-style-type: none"> - Assisting, supporting and coordinating with Director Operations - Proposing, developing and implementing operational practices in line with international standards and best practices - Implementing SOPs and operational instructions. - Identifying and correcting gaps and flaws in the existing operations, practices and processes - Coordinating with all relevant internal and external stakeholders 	
14. ASSISTANT DIRECTOR OPERATIONS	Number of Posts 01
<u>Required Qualification:</u> 16 years of education in Health Management or Business Administration or Management Sciences or Economics or in similar discipline	<u>Required Relevant Experience:</u> Fresh graduates may apply.
<u>Responsibilities:</u> <ul style="list-style-type: none"> - Reports to Deputy Director Operations. - Coordinates with hospital administration to ensure operations run efficiently. - Manages data and reports to support the operations of the hospitals. - Completes projects / tasks as assigned by the operations officer / Director Operations. 	
15. DEPUTY DIRECTOR HUMAN RESOURCE MANAGEMENT	Number of Posts 01
<u>Required Qualification:</u> 16 years of education in Human Resource Management or Business Administration or Management Sciences or Economics or in similar discipline	<u>Required Relevant Experience:</u> At least 02 years
<u>Responsibilities:</u> <ul style="list-style-type: none"> - Assisting, supporting and coordinating with Director Human Resource Management. - Developing and implementing HR plans and incentive regimes in line with international standards and best practices. - Planning and devising training, development, and orientation activities. - Developing performance management plan and aligning it with compensation plan. - Coordinating with all relevant internal and external stakeholders. 	

16. ASSISTANT DIRECTOR HUMAN RESOURCE MANAGEMENT	Number of Posts 01
<u>Required Qualification:</u> 16 years of education in Human Resource Management or Business Administration or Management Sciences or Economics or in similar discipline.	<u>Required Relevant Experience:</u> Fresh graduates may apply.
<u>Responsibilities:</u> <ul style="list-style-type: none"> - Reports to Deputy Director Human Resource Management. - Collects data from hospitals to assess human resource needs - Coordinates orientation and training and development activities in hospitals. - Implements HR initiatives and regimes. - Completes projects / tasks as assigned by the Human Resource Management Officer / Human Resource Management Director. 	
17. DEPUTY DIRECTOR HOSPITAL MANAGEMENT INFORMATION SYSTEM	Number of Posts 01
<u>Required Qualification</u> 16 years of education in Computer Sciences or Computer Engineering or Software Engineering or in similar discipline	<u>Required Relevant Experience:</u> At least 02 years
<u>Responsibilities:</u> <ul style="list-style-type: none"> - Assisting, supporting and coordinating with Director Hospital Management Information System - Implementing HMIS across tertiary care hospitals - Monitoring the installation of HMIS systems - Carrying out assessments and analyses of HMIS initiative - Implementing the SOPs and protocols for integrity, safety and security of data and information - Provides technical input to the department on strengthening HMIS for timely and improved decision making purposes. - Identifying gaps of human resource capacity and devising and implementing remedies accordingly 	
18. ASSISTANT DIRECTOR HOSPITAL MANAGEMENT INFORMATION SYSTEM	Number of Posts 01
<u>Required Qualification</u> 16 years of education in Computer Sciences or Computer Engineering or Software Engineering or in similar discipline	<u>Required Relevant Experience:</u> Fresh graduates may apply.
<u>Responsibilities:</u> <ul style="list-style-type: none"> - Assisting, supporting and coordinating with Deputy Director Hospital Management Information System. - Monitoring the installation of HMIS systems - Carrying out assessments and analyses of HMIS initiative - Ensuring timely resolution of issues and troubleshooting any problems that arise - Analyses data collected through HMIS and reports for timely decision making - Performing tasks as and when required, authorized and delegated by the Program Officer and/or Director 	

19. DEPUTY DIRECTOR HOSPITAL DESIGN AND PLANNING	Number of Posts 01
<u>Required Qualification:</u> 16 years of education in Civil Engineering or Architecture or in similar discipline. Specialty in Hospital Designing will be an added advantage.	<u>Required Relevant Experience:</u> At least 02 years
<u>Responsibilities:</u>	
<ul style="list-style-type: none"> - Assisting, supporting and coordinating with Director Hospital Design and Planning - Providing technical expertise in the planning and design of hospitals - Hospital planning, space planning and clinical planning concepts/ solutions - Landscaping and open spaces - Developing and implementing rules for utilization, allocation, sizes, layout, design and/or infrastructure of special resources for hospitals - Proposing optimization of resources in line with international standards and best practices - Coordinating with developers and administrators of all systems and processes of the hospitals in order to synchronize and integrate them into the design - Administer contracts, assessment claims and variations and carry out proper documentation for the projects. 	
20. ASSISTANT DIRECTOR HOSPITAL DESIGN AND PLANNING	Number of Posts 01
<u>Required Qualification:</u> 16 years of education in Civil Engineering or Architecture or In similar discipline. Specialty in Hospital Designing will be an added advantage.	<u>Required Relevant Experience:</u> Fresh graduates may apply.
<u>Responsibilities:</u>	
<ul style="list-style-type: none"> - Reports to Deputy Director Hospital Design & Planning. - Coordinates with hospitals for collection of information regarding new building requirements. - Assists in design and development, specifications and tendering. - Review the construction / renovation work for monitoring of milestones. 	

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 alongwith 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 **12th 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.

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