



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

**(JOB OPPURTUNITIES)**

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 Operational Interventions on the basis of goals and aims as set by the Department of SHC&ME in the tertiary care hospitals.

<b>SR. NO.</b>	<b>JOB TITLE</b>	<b>NO. OF POSTS</b>	<b>QUALIFICATION &amp; EXPERIENCE</b>	<b>MAJOR RESPONSIBILITIES</b>
<b>01</b>	<b>DIRECTOR PROCUREMENT AND CONTRACT MANAGEMENT</b>	01	<p><b><u>Required Qualification:</u></b> Master Degree in Business Administration or Engineering Degree or LLB from HEC recognized or well reputed International University.</p> <p><b><u>Required Relevant Experience:</u></b> Minimum 05 years of relevant experience in the procurement of medicines, medical equipment, medical goods &amp; services or procurement experience in any international agency like world bank, DFID etc.</p> <p><b><u>Age Limit:</u></b> 65 years and less at the time of application</p>	<ul style="list-style-type: none"><li>• Director Procurement shall be responsible for the cost effective procurements of medicines, medical equipment and goods &amp; services.</li><li>• He/ She shall also be responsible for completion of procurement cycle in defined time lines and in accordance with laid down rules and regulations.</li><li>• He / She shall also be responsible for preparation of RFPs and defining /setting up technical evaluation criteria's for procurement of goods and services.</li><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><li>• He / She also be responsible for drafting, vetting the service agreements and contracts of goods and services procured and which shall be procured under Tertiary Care Health Facilities</li><li>• He / She shall define and or vet the draft procurement agreements, technical evaluation criteria's and financial evaluation criteria's for procurement of goods, service</li><li>• He / She shall also carry out standardization of medical</li></ul>

				<p>equipment along with Director Bio-Medical Equipment</p> <ul style="list-style-type: none"> <li>• He / She also be responsible for carrying out third party audits and evaluations which will be decided by the department</li> <li>• He / She also handle any peculiar procurement problem which shall be referred to him / her by the department either in writing or verbally</li> <li>• He / She also suggest and prepare the amendments to be introduced in procurement rules/ law for smooth and urgent operations of healthcare facilities</li> <li>• He / She also be responsible to carry out technical evaluation, prequalification and financial evaluations on behalf of department when communicate written or verbally.</li> <li>• Deep understanding of PPRA rules for procurement of goods in particular one stage two envelope process</li> <li>• He / She also be responsible for preparation of: <ul style="list-style-type: none"> <li>▪ Project Implementation Program</li> <li>▪ Human Resource Plan</li> <li>▪ Procurement Plan</li> <li>▪ Risk Mitigation Plan</li> <li>▪ Project Scheduling</li> <li>▪ Cash Flow Requirements</li> </ul> </li> </ul>
02	<b>DIRECTOR DEVELOPMENT, FINANCE &amp; STRATEGY</b>	01	<p><b><u>Required Qualification:</u></b> M.B.A (Finance), CA or any other relevant degree. Courses in Project Management and Portfolio Management will have an added advantage.</p> <p><b><u>Required Relevant Experience:</u></b> Minimum of 05 years of experience in financial management and / or project management preferably in health care management projects.</p> <p><b><u>Age Limit:</u></b> 65 years and less at the time of application</p>	<ul style="list-style-type: none"> <li>• Director Development, Finance &amp; Strategy shall be responsible to prepare and look after the development and financial aspects of ongoing projects and new projects.</li> <li>• He/she will also prepare the monthly consolidated financial report for management review and decision making.</li> <li>• He/she will also be responsible to facilitate any due diligence exercise by the Department.</li> <li>• He / She shall be responsible to carry out analysis and prepare such reports as will be mandated by the department based upon the expenditure utilization statements which will be provided to her / him.</li> <li>• He / She also be responsible to suggest and improve any such practices which will otherwise improve the budgeting, forecasting of the department both on development and non-development side</li> <li>• He / She shall have clear understanding of the financial accounting systems and can co-relate the same to performance outcomes</li> <li>• He / She also be responsible to suggest and improve the Internal and External audits systems</li> </ul>

				<ul style="list-style-type: none"> <li>• He / She shall carry out and compile the monthly expenditure statements both on development and non-development side and present the same which will facilitate the department in prudent decision making</li> <li>• He / She also be responsible to liaise with Finance Department &amp; Planning &amp; Development Department for cash flow assurances and timely releases</li> </ul>
03	<b>DIRECTOR MONITORING AND EVALUATION</b>	01	<p><b><u>Required Qualification:</u></b> 16 years of education in Development Field, Social Sciences, Economics, Health Policy or relevant disciplines or Engineering.</p> <p><b><u>Required Relevant Experience:</u></b> Minimum of 05 year experience in evaluation and monitoring of projects preferably in health care management projects.</p> <p><b><u>Age Limit:</u></b> 65 years and less at the time of application</p>	<ul style="list-style-type: none"> <li>• Director Monitoring &amp; Evaluation will be providing support in monitoring and evaluation of ongoing and new projects and healthcare service delivery.</li> <li>• He / She shall be responsible to conduct the continuous monitoring of projects and point out the tribulations if any, for the immediate remedy and smooth operations of projects.</li> <li>• He / She shall also not only keep a track and provide feedback to the department on Minimum Service Delivery Standards (MSDSs) but shall also help in setting up new MSDSs to improve healthcare service delivery.</li> </ul>
04	<b>CONSULTANT (OPERATIONS)</b>	08	<p><b><u>Required Qualification:</u></b> M.B.B.S or M.Sc.in Operations Management, Health Policy and Management, Public Health, Project Management or Quality Control Management. Excel in research and analysis, written and verbal communications/ presentation skills. Ability to work independently and with others, having strategic thinking. Ability to manage multiple priorities and deadlines.</p> <p><b><u>Required Relevant Experience:</u></b> Minimum 10-years of experience</p> <p><b><u>Age Limit:</u></b> 65 years and less at the time of application</p>	<ul style="list-style-type: none"> <li>• He / She shall ensure due diligence to achieve maximum operational uplift and efficiency.</li> <li>• The position holder shall ensure that the expectations from project are met, policies are enforced and challenges and their solutions identified are implemented.</li> <li>• He / She also be responsible to devise ways and means to increase the operational efficiency of tertiary care hospitals.</li> <li>• He / She also be responsible to suggest such governance reforms and initiatives which will improve the through put and healthcare service delivery.</li> <li>• He / She also be responsible for suggesting governance structure and administrative changes in bringing the improved results in operations.</li> <li>• He / She shall also be responsible in assisting the healthcare facilities in outsourcing their non-core functions.</li> <li>• He / She also be responsible in developing the patient flow systems and triage services in tertiary care hospitals across the province.</li> <li>• He / She also be responsible for implementation of IT interventions and solutions in tertiary care hospitals.</li> <li>• He / She shall also devise and emergency and crisis management in each healthcare facility in specialized healthcare and develop and effective response plan.</li> <li>• He / She shall have the ability and responsibility to work out, plan and execute and implement the outsourcing of</li> </ul>

				<p>operational activities in accordance with Government rules and laws.</p> <ul style="list-style-type: none"> <li>• He / She shall be responsible to understand and implement the PPP models in operational management.</li> </ul>
05	<b>FIELD COORDINATORS</b>	30	<p><b><u>Required Qualification:</u></b> (MO, SMO, APMO &amp; SR) will be deputed for the inspection of different hospitals of the Punjab. They will be deputed to Strategic Management and Internal Policy Unit from different hospitals and will draw their salaries, TA/DA and project allowance from their parent institutions.</p> <p><b><u>Note:</u></b> The candidates must be regular employee of Specialized Healthcare and Medical Education Department/Primary and Secondary Healthcare Department.</p> <p><b><u>Last Date of Application:</u></b> This is continues process and interested persons may apply at any time.</p> <p>All applications received in any calendar month shall be evaluated accordingly on monthly/ fortnightly on need basis.</p>	<ul style="list-style-type: none"> <li>• He / She will assist to consultants in assessment of healthcare facilities.</li> <li>• Routine visit of healthcare facilities.</li> <li>• Monitor, supervise the field activity in all initiative.</li> <li>• Report writing and analysis submission to seniors.</li> </ul>
06	<b>SENIOR PROGRAM OFFICER</b>	04	<p><b><u>Required Qualification:</u></b> MBA from a well reputed International/ National Institution.</p> <p>OR</p> <p>Bachelor's Degree in Economics, Business, Accounting and Finance, Public Policy or related area from a well reputed International/National Institution.</p> <p><b><u>Required Relevant Experience:</u></b> Minimum 2-years of experience</p> <p><b><u>Age Limit:</u></b> 35 years and less at the time of application.</p>	<ul style="list-style-type: none"> <li>• Provide coordination in policy, research, evaluation and management programs, partner and statewide entity initiatives.</li> <li>• Work collaboratively with team in order to conduct research, develop policy agenda, and produce policy briefs.</li> <li>• Manage key initiatives.</li> <li>• Support development of policy agenda and organizational strategy.</li> <li>• Provide program management support, including research, engagement of national experts, meeting preparation and writing to statewide policy efforts.</li> </ul>

07	<b>PROGRAM OFFICER</b>	12	<p><b><u>Required Qualification:</u></b> Bachelor's Degree in Economics, Business, Accounting and Finance, Public Policy or related area from a well reputed International/National Institution.</p> <p><b><u>Required Relevant Experience:</u></b> Experience in the relevant field will be an additional advantage</p> <p><b><u>Age Limit:</u></b> 30 Years and less at the time of application</p>	<ul style="list-style-type: none"> <li>• Provide coordinate in policy, research, evaluation and management programs, partner and statewide entity initiatives.</li> <li>• Work collaboratively with team in order to conduct research, develop policy agenda, and produce policy briefs.</li> <li>• Manage key initiatives.</li> <li>• Support development of policy agenda and organizational strategy.</li> <li>• Provide program management support, including research, engagement of national experts, meeting preparation and writing to statewide policy efforts.</li> </ul>
08	<b>EXECUTIVE SECRATERY</b>	01	<p><b><u>Required Qualification:</u></b> Bachelor's Degree in Economics, Business, Accounting and Finance, Social Sciences or related area</p> <p><b><u>Required Relevant Experience:</u></b> Minimum 05 years of experience</p> <p><b><u>Age Limit:</u></b> 45 years and less at the time of application.</p>	<ul style="list-style-type: none"> <li>• Maintain executive's agenda and assist planning appointments.</li> <li>• Attend meetings and keep minutes.</li> <li>• Receive and screen phone calls and redirect them.</li> <li>• Handle and prioritize all outgoing or incoming correspondences.</li> <li>• Make travel arrangements for executives.</li> <li>• Handle confidential documents ensuring they remain secure</li> <li>• Prepare invoices or financial statements and provide assistance in bookkeeping.</li> <li>• Monitor office supplies and negotiate terms with suppliers to ensure the most cost effective orders.</li> <li>• Maintain electronic and paper records ensuring information is organized and easily accessible.</li> <li>• Conduct research and prepare presentations or reports as assigned.</li> </ul>
09	<b>OFFICE CARE TAKER</b>	01	<p><b><u>Required Qualification:</u></b> Bachelor's Degree in Economics, Business, Accounting and Finance, Social Sciences or related area</p> <p><b><u>Required Relevant Experience:</u></b> Minimum 05 years of experience.</p> <p><b><u>Age Limit:</u></b> 45 years and less at the time of application.</p>	<ul style="list-style-type: none"> <li>• Handling office correspondence.</li> <li>• To deal with the cases of appointment, termination, disciplinary inquiries etc. of the staff.</li> <li>• Maintenance of Transport, Repairs etc.</li> <li>• Supervision of the section attached to him.</li> <li>• Any other duty assigned by the superiors.</li> </ul>

10	COMPUTER OPERATOR	02	<p><b><u>Required Qualification:</u></b> B.Sc. in Computer Sciences. Having written and verbal communications/ presentation skills Ability to work independently and with others.</p> <p><b><u>Required Relevant Experience:</u></b> At least 2-years</p> <p><b><u>Age Limit:</u></b> 35 years and less at the time of application</p>	<ul style="list-style-type: none"> <li>• Oversee maintenance and operation of computer hardware systems.</li> <li>• Perform maintenance tasks such as checking for viruses, backing up, upgrading software, and other basic maintenance.</li> <li>• Typing, preparing reports, letters and presentations etc.</li> <li>• Any other duty assigned by the superiors.</li> </ul>
11	ASSISTANT OFFICE CARE TAKER	01	<p><b><u>Required Qualification:</u></b> Bachelor's Degree in Economics, Business, Accounting and Finance, Public Policy, Social Sciences or related area</p> <p><b><u>Required Relevant Experience:</u></b> Minimum 02 years of experience</p> <p><b><u>Age Limit:</u></b> 35 years and less at the time of application</p>	<ul style="list-style-type: none"> <li>• Handling office correspondence.</li> <li>• To deal with the cases of appointment termination disciplinary inquiries etc, of the staff.</li> <li>• Maintenance of Transport, repairs etc.</li> <li>• Supervision of the section attached to him.</li> <li>• Any other duty assigned by the superiors.</li> </ul>
12	RECEPTIONIST	02	<p><b><u>Required Qualification:</u></b> Bachelors degree in Economics, Business, Social Sciences or related area</p> <p><b><u>Required Relevant Experience:</u></b> Minimum 02 years of experience</p> <p><b><u>Age Limit:</u></b> 35 years and less at the time of application</p>	<ul style="list-style-type: none"> <li>• Receive and screen phone calls and redirect them.</li> <li>• Handle and prioritize all outgoing or incoming correspondences.</li> <li>• Answering or referring inquiries.</li> <li>• Directs visitors by maintaining employee and department directories.</li> <li>• Maintains security by following procedures; monitoring logbook; issuing visitor badges.</li> <li>• Maintain electronic and paper records ensuring information is organized and easily accessible.</li> <li>• Handle dock received ensuring it remains secure.</li> </ul>
13	OFFICE RIDER	02	<p><b><u>Required Qualification:</u></b> Matriculation from a recognized Board with Driving License issued from the licensing authority</p> <p><b><u>Required Relevant Experience:</u></b> Minimum 02 years of experience</p> <p><b><u>Age Limit:</u></b> 35 years and less at the time of application</p>	

14	DRIVER	04	<p><b><u>Required Qualification:</u></b></p> <ul style="list-style-type: none"><li>• Middle School Certificate from a recognized school</li><li>• LTV driving license issued from the licensing authority</li></ul> <p><b><u>Required Relevant Experience:</u></b> More than 10 years of experience</p> <p><b><u>Age Limit:</u></b> 50 years and less at the time of application</p>	
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**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 Word, 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 **20<sup>th</sup> February, 2018 (Tuesday)**. 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. The candidates already working in Government Sector should apply through proper channel.
5. Incomplete applications will not be entertained.
6. No. TA/DA will be admissible for the test and interview.
7. Attractive market based remuneration package shall be offered.

**Section Officer (General)**  
**Office of the Secretary Specialized Healthcare and Medical Education Department**  
**Government of the Punjab**  
**11-A Lawrence Road, Lahore**  
**Tel: 042-99206262**