

PUNJAB HEALTH FACILITIES MANAGEMENT COMPANY

JOB ADVERTISEMENT

Punjab Health Facilities Management Company (PHFMC) is a Not for Profit Company set up Under section 42 of the Companies Ordinance, 1984 under the administrative control of P&SHC Department. It aims to construct, establish, install, layout, improve, maintain, work, manage, or aid in, contribute to, or subscribe to the construction, erection, maintenance, and improvement of hospitals, clinics, health units, dispensaries, clinical and medical laboratories in urban and rural areas for their improvement, socio-economic welfare, and modernization. It is currently hiring for the following positions and provides a chance to be a part of a highly competitive and learning environment.

Post	No. of Post	Experience / Education	Age	Salary (PKR)
Chief Financial Officer		<ul style="list-style-type: none"> Member of a recognized body of professional accountants with at least five years of relevant experience; Candidate is to fulfill 'fit & proper criteria' as laid down in the SECP law/rules/regulations Prior experience of working in a multibillion donor/government funded health sector project will be highly desirable Excellent IT skills and expertise in formulation of financial strategies and systems/procedure development is highly desirable. 	Not more than 65 years on the last date of receipt of application	500,000 PKR (negotiable)
Chief Internal Auditor		<ul style="list-style-type: none"> Member of a recognised body of Professional Accountants; or Certified internal auditor; or Certified Fraud examiner; or Certified internal control auditor; or Person holding a Master's degree in Finance from a university recognised by the Higher Education Commission Must possess at least five (05) years of relevant audit experience Candidate is to fulfill 'fit & proper criteria' as laid down in the SECP law/rules/regulations 	Not more than 65 years on the last date of receipt of application	300,000 PKR (negotiable)
Manager Health	1	<ul style="list-style-type: none"> 4 years' Graduate Degree in Business Administration or 	Not more than 45 years at the	250,000 PKR

Initiatives / R&D		<p>related field from an HEC recognized university</p> <ul style="list-style-type: none"> • Preference will be given to Masters in Business Administration, Public Administration, or a MS in related field from an HEC recognised university • At least 4 years of experience, preferably in Health Service Delivery related Mega Projects. Preference shall be given to candidates having experience of working in the Projects from inception stage. 	time of receipt of application	(Negotiable)
Manager Legal	1	<ul style="list-style-type: none"> • Candidate must be a Law Graduate from a HEC recognized University. • Candidate must possess at-least 12 years of post-qualification experience. Out of 12 Years' experience, candidate must possess 3 years of experience of working with top corporate law firms of Pakistan having international recognition. • Candidate must have demonstrated experience of working on Contracts, Negotiations, Legal opinion writing, Transactional work and Litigation. • Preference shall be given to candidate with experience of Public Sector Companies and Top rated corporate law firms. 	Not more than 45 years at the time of receipt of application	250,000 PKR (Negotiable)
Deputy Manger Account & Reconciliation	1	<ul style="list-style-type: none"> • CA Inter, ACCA (Finalist) or A master's degree in finance from a W category university • Must have expertise in using accounting soft wares • At least 2 years of experience in Accounts and Finance Department <p>Preference will be given to candidates with experience of working in the Big Four firms</p>	Not more than 35 years at the time of receipt of application	125,000 PKR (Negotiable)
Medical expert	1	<ul style="list-style-type: none"> • MBBS from an HEC recognized university / medical college 	Not more than 65 years at the	150,000 PKR (Negotiable)

		<ul style="list-style-type: none"> • Master's in Public Health, Health Administration, Hospital Management or Post Graduate diploma in health care or equivalent from a recognized institute. • 25 years of experience in Primary Health Care. • Experience of working with international health organizations. 	time of receipt of application	
HR and Admin Officer	1	<ul style="list-style-type: none"> • Bachelor of Arts/sciences • At least 2 years of experience of working in multibillion Govt funded /donor Health Projects; preferably having experience of dealing with administrative/Human Resource matters. • Preference will be given to the persons having at least one year diploma in computer applications and Microsoft Office professional from a renowned institution like PVTC/TEVTA etc. 	Not more than 35 years at time of receipt of application	75,000 PKR (Negotiable)

Note:

- Fill in the application form, for PHFMC jobs available at <http://pshealth.punjab.gov.pk/Downloads>. The name of the post applied for should be mentioned on top of the envelope
- Applications should also include two sets of attested copies of all relevant educational transcripts/degrees including CNIC, two passport size photographs and proof of relevant work experience.
- No application through email will be entertained
- All applications should be addressed to CEO Punjab Health Facilities Management Company (PHFMC) at 37-D Main Gulberg, Lahore latest by **18-09-2017 by 4:00 PM**
- Govt servant are to apply through proper channel, however they may submit an advance copy of their application by the due date.
- Only short-listed candidates will be called for interview.
- The company reserves the right to accept/reject or cancel any application or recruitment process.
- PHFMC is an equal opportunity employee.
- No TA/DA will be paid to the candidates who appear for the interview

(Muhammad Ali Ammer)
Chief Executive Officer
Punjab Health Facilities Management Company
37-D Main Gulberg, Lahore



**Job Application Form
Punjab Health Facilities**

Management Company (PHFMC)

37-D Main Gulberg, Lahore

phfmc@punjab.gov.pk

Two Photos

Post Applied For			
Name			
Father's Name			
Date of Birth			
CNIC			
Domicile (District)			
Contact No.		Other Contact #:	
Postal Address			
Permanent Address			
E-Mail Address			
Already in Govt. Service	Yes	No	If "Yes" then attach Departmental Permission Letter
Disability	Yes	No	If "Yes" then attach Certificate
Hafiz-e-Quran	Yes	No	If "Yes" then attach Certificate
Religion			
Gender			
Marital Status	Single	Married	
Position in Board/ University (1st, 2nd or 3rd)	Yes	No	If "Yes" then attach Certificate

ACADEMIC INFORMATION

Note: Only Complete degrees may be mentioned here:

Certificate / Degree Level	Name of the Degree	Month & Year of Passing	Obtained Marks / CGPA	Total Marks / CGPA	Division	Percentage %	Grade	Board / University / Institute
Matric (10 Years)								
Intermediate (12 Years)								
Bachelor (14 Years)								
Bachelor (Hons.) / Master								
MS/ M.Phil. (18 years)								
Diploma / Certificate								
Any Other Academic or Professional Achievement								

EMPLOYMENT RECORD / EXPERIENCE:

(Mention Current Job on Sr. # 1)

Sr. #	Position Held	Employer/ Organization	Start Date	End Date	Total Months Worked
1					

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Sr. #	Position Held	Employer/ Organization	Start Date	End Date	Total Months Worked
2					

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Total Job Experience as on closing date of application: Years Months Days

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Note: In Case of more than two Employment Records, please add additional page.

EMPLOYMENT RECORD / EXPERIENCE:

Sr. #	Position Held	Employer/ Organization	Start Date	End Date	Total Months Worked
3					

Job Description (In Detail):

Sr. #	Position Held	Employer/ Organization	Start Date	End Date	Total Months Worked
4					

Job Description (In Detail):

Total Job Experience as on closing date of application: Years Months Days

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Note: In Case of more than two Employment Records, please add additional page.



Please ensure that as per check list following attested documents are attached.

Sr. No.	Documents	Check List
1	Copy of CNIC	
2	Copy of Matriculation Certificate	
3	Copy of Intermediate Certificate/Degree	
4	Copy of Graduation Degree	
5	Copy of Master's Degree	
6	Copy of M.Phil. / M.S / Professional Degree / P.H.D	
7	Copy of Domicile	
8	Two Passport Size Pictures	
9	NOC in case of Already in Govt. Service	
10	Certificate in case of Hafiz-e-Quran	
11	Certificate in case of Disability	
12	Certificate in case of Position in Board or University	
13	Verifiable Experience Letters with Dates, employer's contact no and address	
14	Any other document (Higher Qualification / Diploma / Training and Certificate) etc.	

Declaration

I declare that, to the best of my knowledge, the information given is true and correct. I understand that inaccurate, misleading or untrue statements or knowingly withheld information may result in termination of employment with this organization. I understand that this application does not constitute an offer of employment.

Date: _____

Signature: _____