PROJECT MANAGEMENT UNIT(PMU)
PRIMARY & SECONDARY HEALTHCARE DEPARTMENT
GOVERNMENT OF THE PUNJAB

JOB OPPORTUNITIES

Primary & Secondary Healthcare Department, Government of the Punjab, invites applications from qualified and experienced individuals domiciled in Punjab for various posts on contract basis for Project Management Unit of Primary & Secondary Healthcare Department.

1. **Director (Outsourcing) (Post-1) Qualification:** CA/MBA/LLB/B.Sc. (Hons)/ Economics/ Statistics /BBA (Hons.) /LLB/ B.Sc. Engineering /Masters in Social Sciences or Equivalent **Experience:** 7 years' experience in public / private sector, with at least 4 year of experience in procurement preferably under PPRA Rules/ Donor Funded Projects with specific exposure to procurement of consultancy, non-Consultancy services and goods.
2. **Procurement Specialist (Post-1) Qualification:** B.Sc. Engineering/ BSCS/ MBA/ Masters in Sciences/ Social Sciences/ IT or Equivalent **Experience:** 7 years of post-qualification experience in public / private sector, with at least 4 year of experience in procurement preferably under PPRA Rules/ Donor Funded Projects with specific exposure to procurement of goods and consultancy services.
3. **Director Finance & Administration (Post-1) Qualification:** M.Com/CA/ACCA/ACMA/MBA (Finance)/ equivalent or Masters in Sciences/ Social Sciences with experience in public sector Finance **Experience:** 7 year relevant experience.
4. **Director ICT (Post-1) Qualification:** Bachelors OR Masters in IT/Computer Sciences / Electronics **Experience:** 7 year relevant experience.
5. **Director (Planning & HR) (Post-1) Qualification:** B.Sc. Engineering Masters in Sciences/ Social Sciences or equivalent **Experience:** 7 years relevant experience
6. **Senior Project Manager (Planning) (Post-1) Qualification:** B.Sc Engineering/Masters in Sciences/Social Sciences or Equivalent. **Experience:** 5 Years' experience in public sector Planning/ Development.
7. **Senior Health Specialist / Director (Healthcare Quality Assurance) (Post-1) Qualification:** MBBS / Masters in Public Health or equivalent **Experience:** 7 years relevant experience, Working Knowledge of International Best Practices in Hospital Management will be preferred
8. **Senior Project Manager Technical (Post-1) Qualification:** (i)- MBBS/ Masters in Public Health/ Health Administration/ Hospital management (ii)- Post graduate diploma in health care/ Hospital management/ quality assurance or Equivalent. **Experience:** 5 Years' experience in Quality Assurance
9. **Project Manager Technical (Post-1) Qualification:** (i)- MBBS/ Masters in Public Health/ Health Administration/ Hospital management (ii)- Post graduate diploma in health care/ Hospital management/ quality assurance or Equivalent. **Experience:** 3 Years' experience in Quality Assurance.
10. **Project Manager (ICT) (Post-1) Qualification:** Bachelors or Masters in IT / Computer Sciences / BS Software Engineering **Experience:** 3 years relevant experience
11. **Project Manager (Bio-Medical) (Post-1) Qualification:** B.Sc. Electrical/Bio-Medical Engineering or equivalent **Experience:** 3 year relevant experience

12. **Project Manager (Legal) / Legal Expert (Post-1) Qualification:** LLB or Equivalent **Experience:**3 year relevant experience

13. **Project Manager (Architecture / Interior designing) (Post-1) Qualification:** Bachelors in Architecture and Design or Equivalent **Experience:** 3 year relevant experience

14. **Project Manager (Electrical) (Post-1) Qualification:** B.Sc. /B.E in Electrical Engineering or Equivalent. **Experience:** 3 years' experience in designing/ execution of electrical works of buildings.

15. **Project Manager (Civil) (Post-1) Qualification:** B.Sc. Civil Engineering/Building & Architecture or equivalent **Experience:** 3 year experience in infrastructure development

16. **Project Manager (Out-Sourcing) (Posts-1) Qualification:** CA/MBA/LLB/B.Sc. (Hons)/ Economics/ Statistics /BBA (Hons.) /LLB/ B.Sc. Engineering /Masters in Social Sciences or Equivalent **Experience:** 3 year Experience in Procurement rules, Public Private partnership, outsourcing services, Transaction Advisory, TPV, Bid Preparation/Evaluation and contract management.

17. **Project Manager Operations (Post-1) Qualification:** MBBS/B.Sc. Engineering/ BSCS/ MBA/ Masters in Social Sciences /Masters in IT or Equivalent **Experience:** 3 years relevant experience.

18. **Project Officer Operations (Post-1) Qualification:** MBBS/B.Sc Engineering/BSCS/MBA/Masters in Social Sciences/ Masters in IT or Equivalent. **Experience:** 2 years' experience in operation and M&E including research and impact evaluation, proficiency in computer tools such as MS Project, SPSS, STATA and Excel.

19. **Project Officer (Out-Sourcing) (Posts-2) Qualification:** CA/MBA/LLB/B.Sc. (Hons)/ Economics/ Statistics /BBA (Hons.) /LLB/ B.Sc. Engineering /Masters in Social Sciences or Equivalent **Experience:** 2 year Experience in Procurement rules, Public private partnership, outsourcing services, Transaction Advisory, TPV, Bid preparation/Evaluation and contract management.

20. **Project Officer (Human Resource) (Post-1) Qualification:** Master's degree in HR/MBA-HR equivalent or Masters in social sciences or equivalent with experience in public sector HRM **Experience:** 2 years' experience in Admin/HR policies/ HR record keeping/ Payroll systems/ Recruitment processes.

21. **Project Officer (Bio-Medical) (Post-1) Qualification:** B.Sc. Electrical/Bio-Medical Engineering or equivalent **Experience:** 2 year relevant experience

22. **Procurement officer/Project Officer (Procurement) (Post-1) Qualification:** B.Sc. Engineering/ BSCS/ Masters in Sciences/ Social Sciences/ IT /MBA Supply Chain Management/MS Supply Chain/ M.Com or Equivalent **Experience:** 2 year experience in public sector procurement

23. **Project Officer (Logistics) / Logistics Officer (Post-1) Qualification:** B.Sc Supply Chain Management/MBA or Equivalent. Along with specific supply chain certifications will be an added advantage. **Experience:** 2 years' experience in Supply chain, logistics, fleet warehousing and inventory management, clearing and forwarding.

24. **Project Officer (Accounts) / Accounts Officer (Redesigned) (Post-1) Qualification:** M.Com/CA/ACCA/ACMA/MBA (Finance) or equivalent **Experience:** 2 year relevant experience.

25. **3D Expert and Visualizer (Post-1) Qualification:** DAE Architect/ Civil or Equivalent. **Experience:** 2 years' experience in 2D/3D software including AutoCAD, Google Sketch up, 3DMax and Adobe Photoshop.

26. **Project Officer (Finance) (Post-1) Qualification:** ACMA/ACCA CA-Inter/ M.Com/ MBA (Finance) or Equivalent. **Experience:** 2 years' experience in public/private organization in financial management/forecasting/accounting. Good knowledge of public sector accounting and auditing practices.

27. **Project Officer (Audit) / Audit Officer (Posts-1) Qualification:** M.Com/CA/ACCA/ACMA/MBA (Finance) or equivalent or Member of SAS **Experience:** 2 year relevant experience

28. **Project Officer (IT Operation) (Post-1) Qualification:** Bs (hons.), Master's degree (16 years Education) in Computer Science, IT, ICT, MS, Computer Engineering, Software Engineering, Project Management. **Experience**: Minimum 2 years post qualification experience as project coordinator / manager of software/networks/ it based project. Well versed with project management methodologies and it project implementation from successful inception till closure. Working in health sector it environment will be given preference

29. **Project Officer (Web Development / Android App Development) / Web Developer / Android App Developer (Posts-2) Qualification:** Master's degree in CS, IT, ICT, MS Computer Engineering, Software Engineering / BS. Hons. or equivalent. **Experience**: 2 year experience as web/ android developer. Hands on cross platform android development asp. Net/SQL server, web based applications, php/Mysql, client side scripting latest technologies, mvc, angular JS, HTML. hands on adobe Photoshop/ flash

30. **Project Officer (Software Engineering) / Senior Software Engineer (Post-1) Qualification:** Master's degree in CS, IT, ICT, MS, Computer Engineering, Software Engineering/BS. Hons or equivalent. **Experience:** 2 year experience as software engineer. Hands on asp. net/SQL server, c#, vb.net, oracle(web/desktop based application), PHP/MYSQL, client side scripting latest technologies, mvc, angular JS, HTML, SDLC, database design and query writing.

31. **Project Officer (Computer Network) / Network Support Officer (Post-1) Qualification:** BS Hons, Masters degree (16-year education) in Computer Science, IT, ICT, MIS, Computer Engineering, Software Engineering, Project Management. **Experience:** Minimum 2 year post qualification experience as junior / system network engineer / administrator in public / private sector network based team. Must be hands on in computer networks. Experience of CCTV setup/ routing, switching, security, data center will be an added plus. Candidate with CCNA, MCSE, CCNP, Linux based certification and setting up exchange server will be given preference. Candidate needs to have the capacity to implement and establish compute networks of any building by adhering to international standards on its own

32. **Project Officer (Communication Strategist) / Communication Strategy Expert (Post-1) Qualification:** Bachelors in Media Studies/Journalism/Mass Communication or Equivalent **Experience:** 2 years' experience in print/electronic communication preferably pertaining to health sector. Demonstrable report writing skills.

33. **Project Officer (Architecture) (Post-1) Qualification:** B.Arch. or equivalent **Experience:** 2 years' experience in architecture & design preferable in health sector/hospital.

34. **Data Analyst / Case Study Writer (Post-1) Qualification:** MBA/M.Sc/BS/B.Sc. (Hons) in Economics/Statistics/Data Sciences or Equivalent. **Experience:** 2 Years' experience in case study preparation for educational and analytical purpose with strong qualitative and quantitative skills.

35. **Research Associate (Post-1) Qualification:** 16 years education or MBA/M.Sc/BS (4 Years)/BBA/B.Sc. Engineering or equivalent. **Experience:** One year relevant experience in public sector or multinational of good repute.

36. **Deputy (Human Resource) Officer (Post-1) Qualification:** Master's degree in HR/Public Administration/MBA/ Management or Equivalent. **Experience:** Relevant experience of public sector organization.

37. **Assistant Project Officer (Accounts) /Assistant Account Officer (Post-1) Qualification:** MBA/M.Com **Experience:** Relevant experience in public sector accounting.

38. **Assistant Admin Officer (Post-1) Qualification:** 16 years' education. **Experience:** Public Sector Experience of Administration & Office Management

39. **Computer Operators (Post-1) Qualification:** B.Sc / Graduation in Computer Sciences / IT or Intermediate Computer Science or Intermediate with diploma in Computer Science. 30 Words per minute (WPM).

General Terms and Conditions

1. The above positions are being offered on Contract basis (till 30.06.2022, extendable subject to satisfactory performance) under the Contract Appointment Policy 2004 (revised in 2016) of the Government of the Punjab.
2. Age relaxation of candidates working in public sector organization will be as per current Government policy.
3. Disabled candidates /Special Persons shall attach proof of registration from Social Welfare Department along with Disability Certificate.
4. Transgender are encouraged to apply.
5. Candidates having domicile of Punjab shall only be eligible to apply
6. These vacancies are post specific and non-transferable.
7. No TA/DA will be admissible to the candidates for test/interview
8. Candidates already working in Government/Semi Government/Autonomous Bodies should apply through proper channel
9. The age of the candidate will be calculated on the last date of submission of application.
10. Submission of fake documents or concealment of any fact will lead to dis-qualification of the candidate.
11. Only the degree issued by the university/institute recognized by the HEC or reputed foreign university with HEC equivalence, will be considered.
12. Only short-listed candidates will be called for interview. The date & time of interview will be communicated through email/call/SMS by the concerned department.
13. Complete Original documents along with a set of attested photocopies will be provided by the applicant at the time of interview.
14. No. of vacancies can be increased/decreased at any time without any notice.
15. The Department reserves the right to reject any or all applications, or cancel the whole recruitment process at any stage without assigning any reasons.
16. Final Terms & Conditions of appointment shall be settled at the actual date of appointment.
17. Decisions of Department on all matters concerning recruitment, including eligibility/ short listing/ selection criteria shall be final.
18. In case a candidate wishes to apply for more than one post, he / she must submit separate application form for each post.
19. Candidate shall apply online by visiting National Testing Service (NTS) website (www.nts.org.pk)
20. Candidates shall submit duly filled in Application form (online), along with deposit slip of prescribed fee in favor of National Testing Service, Copy of CNIC and two recent passport size photographs are to be sent directly to NTS through courier on the address mentioned on Application Form.
21. Test fee shall be paid through 1 Link 1 Bill Participating Banks/ATM/Internet Banking/Mobile Banking/Easy Paisa/Jazz Cash/TCS Express Counters using 20 Digits Invoice numbers generated in your fee slip. Only 1 bill invoice payment will be accepted.
22. Incomplete applications or applications received after due date or closing of office hours on the last date for submission of application will not be entertained
23. Application completed in all respect should reach NTS till 5th January, 2022.
24. The date of written test shall be communicated to the eligible/shortlisted candidates only through NTS. Candidates are advised to keep on visiting NTS website for updates.
25. Roll No. Slip shall be uploaded on NTS website at least one week before the test and candidates will be informed through SMS
26. Candidates shall have at least 50% marks in NTS test to qualify.
27. In case of large number of candidates Qualifying NTS test, Appointing Authority reserves the right to decide upon any threshold marks ratio of candidates for shortlisting and interviews.
28. Department has the right to accept/ reject or cancel any application or recruitment process.
29. Advertisement can also be downloaded from the website of Project Management Unit " http://www.pmuhealth.gop.pk/ "

NTS™
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