



**PRIMARY & SECONDARY HEALTHCARE DEPARTMENT
GOVERNMENT OF THE PUNJAB**

JOB OPPORTUNITIES

Primary & Secondary Healthcare Department, Government of the Punjab, invites applications for its **“Procurement Cell”** from qualified and experienced individuals domiciled in Punjab for the following posts on contract basis for a period of two years (extendable).

| JOB TITLE | NUMBER OF POSTS | QUALIFICATION | EXPERIENCE | LUMP-SUM MONTHLY SALARY IN PKR | MAJOR RESPONSIBILITIES | AGE LIMIT |
|---|-----------------|---|---|--------------------------------|---|--|
| Tender Coordination Officers (TCOs) ➤ TCO-I (For Medicines etc.) ➤ TCO-II (For Insecticides, Lab Items, Gases, Misc. etc.) | TWO | Graduation degree from an accredited college or university preferably degree in Business Administration. However, any equivalent combination or education and experience sufficient to perform job duties may be considered. Graduation in the relevant technical field will be preferred. 1. Comprehensive knowledge of Pharmaceutical raw materials and their Manufacturing is required for TCO-I . 2. Comprehensive knowledge of Pharmaceutical Products and their clinical applications is required for TCO-I . | Minimum Five Years experience in the industry/market of relevant field with relevant experience of technical aspects of procurements is preferred. | 100,000/- | <ul style="list-style-type: none"> ➤ Conduct/Coordinate the Tendering Process while ensuring transparency, efficiency, economy & value for money. ➤ Provide assistance to Districts & various provincial vertical programs ➤ Consolidation of bidding & other procurement related documents ➤ Order issuance & executions. ➤ Maintenance of Records. | Not more than 35 Years on the last date of the receipt of the application. |
| Technical Officer-I (Medicines etc.) | ONE | Graduate degree (16 years education) in Pharmacy from an accredited college or university. Additional degree in Business Administration will be strongly preferred. However, any equivalent combination or education and experience sufficient to perform job duties may be considered. 1. Comprehensive knowledge of Pharmaceutical Products and their clinical applications is required. 2. Comprehensive knowledge of Pharmaceutical raw materials and their Manufacturing is required. | Minimum Seven Years experience in the industry/market of Pharmaceuticals with relevant experience of technical aspects of procurements is preferred. | 150,000/- | <ul style="list-style-type: none"> ➤ Vetting of Technical Specifications/ Standardization of products ➤ Maintain Database of Products ➤ Technical comparisons of products. ➤ Assist indenters technically ➤ ECRI-Select Plus Installed Base Project Management Technical Evaluations | Not more than 40 Years on the last date of the receipt of the application. |
| Technical Officers-II (Equipment etc.) | ONE | Graduate degree (16 years education) in Biomedical Engineering/Electro-Medical Equipment/Electrical Engineering/Electronics Engineering from an accredited college or university. Additional degree in Business Administration will be strongly preferred. However, any equivalent combination or | Minimum Seven Years experience in the industry/market of Electro Medical Equipment with relevant experience of technical | 150,000/- | -do- | Not more than 40 Years on the last date of the receipt of the application. |

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| | | education and experience sufficient to perform job duties may be considered. 1. Comprehensive knowledge of electro-medical equipment and their related technical aspects is required. | aspects of procurements is preferred. | | | |
| Prequalification Specialist-I (Medicines etc.) | ONE | Graduate degree (16 years education) in Pharmacy from an accredited college or university. Additional degree in Business Administration will be strongly preferred. However, any equivalent combination or education and experience sufficient to perform job duties may be considered. 1. Comprehensive knowledge of Pharmaceutical Products and their clinical applications is required. 2. Comprehensive knowledge of Pharmaceutical raw materials and their manufacturing is required. | Minimum Seven Years experience in procurements preferably public procurements in well reputed organizations with relevant experience of technical aspects pharmaceuticals & electro-medical equipment. | 150,000/- | <ul style="list-style-type: none"> ➤ Maintain Database of suppliers ➤ Conduct pre-qualification & post qualifications ➤ Blacklisting of suppliers ➤ Address suppliers grievances ➤ Maintenance of record of installations & after sale services | Not more than 40 Years on the last date of the receipt of the application. |
| Contract Manager | ONE | Graduate degree (16 years education) in Law from an accredited college or university. Additional degree in Business Administration will be strongly preferred. However, any equivalent combination or education and experience sufficient to perform job duties may be considered. 1. Comprehensive knowledge of electro-medical equipment and their related technical aspects is required. 2. Comprehensive knowledge of Pharmaceutical Products and their clinical applications is required. 3. Comprehensive knowledge of Pharmaceutical raw materials and their manufacturing is required. | Minimum Seven Years experience in procurements preferably public procurements in well reputed organizations with relevant experience of technical aspects pharmaceuticals & electro-medical equipment. | 150,000/- | <ul style="list-style-type: none"> ➤ Designing/vetting of various procurement related documents e.g., Bidding document, prequalification document etc. ➤ Drafting/vetting of procurements contracts keeping in view all legal aspects. ➤ Management of contract & performance database, ➤ Arrange the post contract arbitrations in case of disputes. ➤ Defending the department in litigations etc. ➤ Investigation of any noncompliance of contract as per terms & conditions. ➤ Resolution of issues. | Not more than 40 Years on the last date of the receipt of the application. |

NOTE: All officers shall be responsible for the smooth, efficient and organized functioning of their respective wing. 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 skill is required
 - ii. Extensive judgment and originality to understand and evaluate technical aspects of the product/services and to be able to evaluate its clinical application and user's requirement for procurements being carried out in the whole province.
 - 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 medical devices and drugs.
 - v. Ability to manage and supervise other as team.
2. Recruitment shall be made as per provisions of the Contract Appointment Policy, 2004 of the Government of the Punjab.
3. Candidates fulfilling the abovementioned criteria should send their applications alongwith detailed CV (indicating e-mail address & cell number), a passport size photograph & a copy of CNIC through courier/registered post on below mentioned address latest by **10th**

November, 2016 (Thursday). Candidates fulfilling the abovementioned criteria will be called for interview. The date & time of interview will be communicated through registered post and e-mails & SMS.

4. In case a candidate wishes to apply for more than one post, he/she must submit separate application form for each post.
5. Candidates shall produce original documents, along with a set of attested copies of all the relevant documents, at the date & time of interview intimated by Primary & Secondary Healthcare Department.
6. No TA/DA will be admissible for the test and interview.
7. The government employees who intend to apply should apply through proper channel

Additional Secretary (Admin)

Primary & Secondary Healthcare Department, Government of Punjab

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Focal Person: Syed Ahmad Nazeer Gilani (Contact No. 0335-3792911 or 0300-9819439).