



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.

Sr. #	Name of Post	No. of posts	Qualification & Experience	Age Limit	Salary
1	Chief Executive Officer	1	<ul style="list-style-type: none">Post-Graduate Degree in Basic/Social/life/medical/management sciences from HEC recognized institute/University.Experience of at least 20 years in General Administration/Management Finance/Planning & Development/Budget/Coordination at senior level preferably in well-established and well-known /public Sector organizations.Knowledge about Health Sector will be an additional advantage	Not more than 55 years on the last date of receipt of application	500,000-600,000 (negotiable)
2	Company Secretary	1	<ul style="list-style-type: none">A member of a recognised body of professional accountants; orMember of a recognised body of corporate or chartered secretaries; orA person holding a master's degree in business administration or commerce or being a law graduate from a university recognised by the HEC with at least five years of relevant experience	Not more than 50 years on the last date of receipt of application	150,000-200,000 (negotiable)
3	Chief Operating Officer	1	<ul style="list-style-type: none">MSc/MA in Management/Administrative/Social/Basic/life /medical Sciences/public policy/MBA or equivalent from an institute recognised by the HECAt least Eight 08 years of management and strategic experience in the field as well as being an integral part of operations in well-established and well-known private/public organizationsKnowledge about Health Sector will be an additional advantage.	Not more than 55 years on the last date of receipt of application	400,000-500,000 (negotiable)
4	Chief Financial Officer	1	<ul style="list-style-type: none">Member of a recognized body of professional accountants with at least five years of relevant experience in a Public Sector Company; or	Not more than 55 years on the last	300,000-400,000 (negotiable)



			<ul style="list-style-type: none">• A master's degree in finance from a university recognized by the Higher Education Commission with at least ten years of relevant experience, in case of other Public Sector Companies• Prior experience of working in donor funded project or of managing a company's corporate affairs will be an added advantage• Expertise in formulating financial strategies and systems/procedure development is highly desirable.• Excellent IT skills	date of receipt of application	
5	Chief Internal Auditor	1	<ul style="list-style-type: none">• Master's degree in Finance from a university recognised by the HEC; or• Member of recognized body of Professional Accountants; or• Certified internal auditor; or• Fraud examiner; or• Certified internal control auditor• Must have at least 10 years of experience and minimum 5 years in Audit Function.	Not more than 55 years on the last date of receipt of application	300,000 (negotiable)
6	Chief Technical Officer	1	<ul style="list-style-type: none">• MBBS with MPH/MHM/MHA/MMCH/ or equivalent duly recognised by the PMDC and from HEC recognised institute.• Preference will be given to additional qualification(s) in the field of Health Administration, Management, Finance etc.• Publications and presentation of papers/attendance of National and International Conference(s) and seminars in the relevant field would be given preference• Must have at least 10 years of relevant experience in dealing with technical issues of the organisation at senior level in well-established and well-known private/public organizations, preferably in the Health Sector.	Not more than 60 years on the last date of receipt of application	300,000 (negotiable)
7	Deputy Manager Health Initiatives (Research & Development)	1	<ul style="list-style-type: none">• A Bachelor's Degree or equivalent (16 years of education) in Economics or any other related field, preferably Econometrics by HEC recognised university.• Experience of Health sector or related development sector initiatives will be preferred.• Experience of working with International organizations/donors will be an added advantage• Proficient in MS office (Word, Excel etc.)	Not more than 35 years at the time of receipt of application	125,000-150,000 (negotiable)
8	Deputy Manager Health Initiatives (Planning & Development)	1	<ul style="list-style-type: none">• A Bachelor's Degree or equivalent (16 years of education) in Accounting and Finance or Economics by HEC recognised university.• Preference will be given to candidates with a Master's degree in Business Administration or Management• Experience/Knowledge of Planning and	Not more than 35 years at the time of receipt of application	125,000-150,000 (negotiable)



			Development procedures in public sector will be an added advantage. <ul style="list-style-type: none">• Proficient in MS office (Word, Excel etc.)		
9	Deputy Manager Operations/Regional Support Manager	2	<ul style="list-style-type: none">• A Bachelor's Degree or equivalent (16 years of education) in Business Administration or Management or Economics or Accounting & Finance by HEC recognised university.• Experience/knowledge of operations of private/public sector organization/department.• Preference will be given to candidates with a Master's degree in Business Administration or Management• Proficient in MS office (Word, Excel etc.)	Not more than 35 years at the time of receipt of application	125,000-150,000 (negotiable)
10	Deputy Manager Budget & Finance	1	<ul style="list-style-type: none">• A Bachelor's Degree or equivalent (16 years of education) in Management or Economics or Accounting & Finance or Administrative Sciences by HEC recognised university.• Experience/Knowledge of preparation and consolidation of budget, preferably in public sector.• Experience as a Budget Officer/Examiner in a public sector organization/department• Proficiency in Statistics & Budgetary Data Analysis will be an added advantage.• Proficient in MS office (Word, Excel etc.)	Not more than 55 years at the time of receipt of application	125,000-150,000 (negotiable)

Note:

- All applications should be addressed to CEO Punjab Health Facilities Management Company (PHFMC) at 37-D Main Gulberg, Lahore latest by April 10, 2017 (Monday), 4:00 PM
- Fill in the application form, available at <http://pshealth.punjab.gov.pk/Downloads> and write the name of the post applied for on top of the envelope also.
- 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.
- In case of government employees, No Objection Certificate is mandatory.
- Only short-listed candidates will be called for interview.
- The company reserves the right to accept/reject or cancel any application or recruitment process.
- No. of vacancies may be increased, decreased, redistributed or reallocated by the competent authority without further notice.
- No TA/DA will be paid to the candidates who appear for the interview.

CEO PHFMC 37-D Main Gulberg, Lahore

Email: phfmc@punjab.gov.pk ; phfmc786@gmail.com



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 and Year of Passing	Obtained Marks / CGPA	Total Marks / CGPA	Division (1 st , 2 nd or 3 rd)	Percentage %	Grade	Board / University / Institute
Matric (10 Years)								
Intermediate (12 Years)								
Bachelor (14 Years)								
Bachelor (Hons.)/ Master (16 Years)								
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					

Job Description (In Detail):

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

Job Description (In Detail):

Total Job Experience as on closing date of application:

Years Months Days

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: _____