



GOVERNMENT OF THE PUNJAB
PRIMARY & SECONDARY HEALTHCARE DEPARTMENT

**JOB OPPORTUNITIES
AT CONTRACT MANAGEMENT UNIT (CMU)**

Primary & Secondary Healthcare Department, Government of the Punjab, is inviting applications from qualified and experienced individuals, domiciled in the Punjab, for posts on contract basis, for its newly established Contract Management Unit (CMU) for steering/managing process of outsourcing of Health facilities.

Sr.#	Name of the Post	No. of Posts	Qualification	Experience	Monthly Pay Package	Age Limit
01	Project Director	01	Master's degree in Economics or Finance from a reputed HEC recognized national or international university.	Must have at least 15 years of verifiable experience of administration / institutional development / program management in social sector.	400,000/-	45 to 55 Years
02	Manager Finance & Procurement	01	Chartered Accountant/ MBA in Finance or an equivalent degree from a reputed HEC recognized national or international university.	Must have at least 5 years of successful and verifiable experience in financial analysis, asset valuation, developing investment models, etc. Must have in-depth knowledge of project finance. Have experience in public procurement with government and bilateral/multi-lateral donors. Be well versed with Government of Punjab procurement rules and regulations. Be proficient in developing and analyzing complex financial models for projects.	250,000/-	45 to 55 Years
03	Manager Administration, Operations & Coordination	01	M.B:B.S from a reputed HEC recognized national or international university. However, preference may be given to additional qualification such as Master's degree in Public Health, Health Management or an equivalent degree from a reputed HEC recognized national or international university.	Must have at least 5 years of verifiable experience of administration and social sector. Preference may be given to additional experience of institution / programme management in health sector, M&E and Health information systems.	250,000/-	45 to 55 Years
04	Legal Advisor	01	Have a Master's degree in Law from a reputed HEC recognized national or international university.	Must have at least 7 years of verifiable experience of public sector law experience. Have good working knowledge of legislation, arbitration & legal issues.	250,000/-	45 to 55 Years
05	Manager Monitoring, Evaluation & IT	01	Master's degree in Public Health, Health Management or any equivalent degree from a reputed HEC recognized national or international university.	Must have at least 5 years of verifiable experience of institution / programme management in health sector. He / She must have good working knowledge of M&E and Health Information Systems.	250,000/-	45 to 55 Years
06	Assistant Manager Audit & Accounts	01	MBA Finance / M.Com / CA Inter / ACCA / Master degree in Financial Management & Reports	Must have 03 years Relevant Professional Experience	80,000/-	25 to 35 Years

Sr.#	Name of the Post	No. of Posts	Qualification	Experience	Monthly Pay Package	Age Limit
07	Assistant Manager Administration & HR	01	Master's in Social Science / MBA-HR or any equivalent degree from a reputed HEC recognized national or international university.	Must have 03 years Relevant Professional Experience	80,000/-	25 to 35 Years
08	IT Analyst	01	MIT / MSCS / BSCS (4 Years) or any equivalent degree from a reputed HEC recognized national or international university.	Must have 03 years Relevant Professional Experience	60,000/-	25 to 40 Years
09	Research Associates	03	MSC Statistics / Master in Social Sciences Preferably Containing research models or any equivalent degree from a reputed HEC recognized national or international university.	Must have 03 years Relevant Professional Experience	60,000/-	25 to 35 Years
10	Receptionist/ Operator	01	Graduation or any equivalent degree from a reputed HEC recognized national or international university.	Must have 03 years Relevant Professional Experience	30,000/-	25 to 35 Years

General Terms and Conditions:

- The provincial quotas shall be applicable for the above mentioned posts @ 15% for Women, 5% for Minority and 3% for Disabled Persons.
- General age relaxation shall be applicable in maximum/upper age limit as per prevailing policies of Govt. of the Punjab.
- Recruitment shall be made as per provisions of the Contract Appointment Policy, 2004 of the Government of the Punjab.
- In case a candidate wishes to apply for more than one post, he/she must submit separate application form for each post.
- Candidates can download Application Form from National Testing Service (NTS) website (www.nts.org.pk), along with the deposit slip of Rs. 500/-.
- Candidates shall submit duly filled Application Form, alongwith deposit slip of prescribe fees in favor of National Testing Service, copy of CNIC and two recent passport size photographs, directly to NTS through courier on the address mentioned on Application Form.
- Test Fee shall be paid in any branch of HBL, UBL, MCB, or ABL on prescribed bank challan (attached with application form downloaded from NTS website).
- Incomplete applications or applications carrying incorrect information shall be summarily rejected. Only those candidates who have completed the degree required for the specific post should apply. Candidates to whom final transcript has not been issued shall not be considered.
- Roll No. Slips shall be separately dispatched directly to candidate by NTS at least one week before the test.
- Last date of submission of applications to NTS is **28th May, 2016**.
- The date of written test shall be communicated to the eligible/shortlisted candidates only through NTS website.
- Candidates having **at least 50% marks** in NTS test shall be deemed eligible for further consideration in the recruitment process.
- Candidates shall produce original documents, along with a set of attested copies of all the relevant documents, at the date/time of interview to be intimated by Punjab Forensic Science Agency.
- No. TA/DA shall be admissible for written test and interview.



FOR FURTHER INFORMATION PLEASE CONTACT
UAN: +92-51-844-444-1
National Testing Service-Pakistan
NTS Headquarter: 1-E, Street No.46, Sector I-8/2, Islamabad