



 GOVERNMENT OF THE PUNJAB PRIMARY & SECONDARY HEALTHCARE DEPARTMENT CAREER OPPORTUNITIES PREVENTION AND CONTROL OF NON-COMMUNICABLE DISEASES						
Primary & Secondary Healthcare Department, Government of the Punjab, invites applications from qualified and experienced individuals domiciled in the Punjab for posts on contract basis for Provincial Program Prevention and Control of Non-Communicable Diseases (NCDs).						
Sr.	Name of the Post	No. of Posts	Qualification	Experience & Skills	Max. Age limit Years	Monthly Pay Package
1	Manager Finance	1	M.Com / MBA (Finance) / CA / ACCA / MSc. / MA Economics or equivalent	At least 4 years' experience in relevant field as a finance manager. Experience in project / finance management in public sector will be preferred. Working knowledge of all statutory legislation and regulations	45	130,000
2	Manager Health Communications	1	16 years of education with specialization in mass communication / social sciences / public relations / languages / journalism or equivalent	At least 4 years of relevant experience in Health Communication. Working knowledge of Health Information & Communication strategies in Public Sector	45	130,000
3	Manager Technical (NCDs)	1	MBBS / BDS / Masters in health administration / Masters in public health or equivalent	At least 4 years of experience in public health. Knowledge of organizational management, Accounting and budgeting experience. Basic IT skills (databases, MS Office etc.)	45	130,000
4	Manager Technical (Dental)	1	BDS with Masters in health Administration / public health or equivalent	At least 4 years' experience in public health. Knowledge of organizational management, Accounting and budgeting experience. Basic IT skills (databases, MS Office etc.)	45	130,000

5	Manager IT	1	Master's degree in IT with major in computer science, information technology or MIS or equivalent	At least 4 years' experience in IT / Software development / Web Development / Data base Management. Knowledge of technical management, information analysis and of computer hardware/software systems. Preference given to expertise in networking and android app development.	45	130,000
6	Manager Operations	1	MBBS / Pharm. D / BDS / MBA / Masters in Social Sciences or equivalent	At least 4 years' experience in management / Public health. knowledge of organizational effectiveness and operations management Working knowledge of budgets, forecasting and metrics, basic IT skills (databases, MS Office etc.)	45	130,000
7	Regional Manager Operations	3	MBBS / Pharm. D / BDS / MBA / Masters in Social Sciences or equivalent	At least 3 years' experience in management / Public health. knowledge of organizational effectiveness and operations management Working knowledge of budgets, forecasting and metrics, basic IT skills (databases, MS Office etc.)	40	100,000
8	IT Officer	1	Bachelor's degree (16 Years) in IT with major in computer science, information technology or MIS or equivalent	At least 3 years' experience in IT / Software development / Web Development / Data base Management Knowledge of information analysis and of computer hardware/software systems.	40	70,000
9	Monitoring Officer	3	Bachelors (16 years) / Master's degree in any discipline	At least 3 years' experience in relevant field of field monitoring in public / semi Govt. / private sector. Knowledge and understanding of M&E tools and field monitoring.	40	70,000
10	Data Analyst / Statistician	3	Bachelors (16 years) / Master's degree in Statistics / Biostatistics or equivalent	At least 3 years' experience in relevant field of data analysis. Working Knowledge of Data Analysis tools (SPSS, MS Excel etc.) and IT Skills.	40	70,000
11	HR Assistant	1	Bachelors (16 years) degree in field of administration / Commerce or Equivalent	At least 1-year experience in relevant field of HR management. Working Knowledge of office management and basic IT Skills.	40	30,000
12	Logistic Assistant	1	Bachelors (16 years) degree in field of administration / Commerce or Equivalent	At least 1-year experience in logistics, procurement & management of public sector/semi Government or a reputable private sector.	40	30,000

General Terms and Conditions

- The above positions are offered on contract basis for one year under the Contract Appointment Policy 2004 of the Government of Punjab.
- 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 in upper age limit for Male Candidates = 5 Years and for Female Candidates = 8 Years.
- The Maximum/upper age limit as mentioned in above schedule shall be raised by 10 years for disabled person to be appointed against quota for disabled.

Procedure for submission of Application Forms

- All Government employees are eligible to apply through proper channel.
- 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, along with deposit slip of prescribed fee 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, Meezan, MCB, or ABL on prescribed bank challan (Attached with application form downloaded from NTS website).
- Incomplete applications or applications received after close of office hours on the last date for submission of application will not be entertained.
- Application complete in all respects should reach NTS till **29th December 2017**.
- Roll No. Slip shall be separately dispatched directly to candidate by NTS at least one week before the test.
- Candidates shall have at least 50% marks in NTS test to qualify.
- In case of large number of Candidates qualifying NTS test, Primary & Secondary Healthcare Department reserves the right to decide upon any threshold marks/ ratio of candidates vis-à-vis to be further considered in the recruitment process/ interview.
- The Shortlisted Candidates shall be called for final interview and list of selected candidates will be displayed on "pshealth.punjab.gov.pk" and on Facebook page "Health Information & Service Delivery Unit (HISDU) of Primary & Secondary Healthcare Department.
- No separate test / interview call and intimation will be made to the eligible / shortlisted candidates.
- No TA/DA will be admissible to candidates.
- Department has the right to accept/ reject or cancel any application or recruitment process.
- No. of vacancies can also be increased or decreased any time without any notice.
- Advertisement can also be downloaded from the website of Primary & Secondary Healthcare Department www.pshealth.punjab.gov.pk and on Facebook page of "Health Information & Service Delivery Unit (HISDU) of Primary & Secondary Healthcare Department.



FOR FURTHER INFORMATION PLEASE CONTACT
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