

**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. The followings posts are offered on contract basis for a period of one year under Contract Appointment Policy 2004 of the Government of the Punjab further extendable as per prevalent Government Policy at that time.

SR#	NAME OF POST & QUALIFICATION	No. of Posts
1.	Director Operations Qualification: MBBS/B.Sc. Engineering/ BSCS/ MBA/ Masters in Social Sciences /Masters in IT or Equivalent Experience: 7 years experience in public sector at senior administrative positions.	3
2.	Director (Outsourcing) 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.	1
3.	Director Infrastructure Qualification: B.Sc. Civil Engineering Experience: 7 year experience in infrastructure development.	1
4.	Director (Finance & Admin) 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.	1
5.	Procurement Specialist 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.	1
6.	Senior Project Manager (Bio-Medical) Qualification: B.Sc. Electrical/Bio-Medical Engineering or equivalent Experience: 5 year relevant experience.	1
7.	Senior Project Manager (Radiology Services / Radiology Specialist) Qualification: MBBS along with FCPS in Radiology/MCPS/M Phil Pathology or Equivalent Experience: 5 years relevant experience.	1
8.	Senior Project Manager (Finance & Accounts) Qualification: CA/ ACMA/ M.Com/ MBA (Finance) or Equivalent. Experience: 5 years' experience in public/private organization in financial management/ accounting/auditing. Good knowledge of public sector accounting and auditing practices.	1
9.	Project Manager (Implementation & Coordination) Qualification: MBA/B.Sc (Hons)/ Economics/BBA (Hons) / CA /LLB/B.Sc. (Hons)/ Statistics / B.Sc. Engineering /Masters in Social Sciences/16 years Education in Computer Science, IT, ICT, MS, Computer Engineering, Software Engineering, Project Management. Experience: 3 years' experience in relevant field.	1

10.	Project Manager Operations Qualification: MBBS/B.Sc. Engineering/ BSCS/ MBA/ Masters in Social Sciences /Masters in IT or Equivalent Experience: 3 years relevant experience.	4
11.	Project Officer Operations 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.	1
12.	Project Manager (Civil) Qualification: B.Sc. Civil Engineering/Building & Architecture or equivalent Experience: 3 years experience in infrastructure development	1
13.	Project Manager (Audit & Accounts) Qualification: CA/ACCA/ACMA/M.Com/MBA (Finance) or Equivalent Experience: 3 years' experience in public/private organization in financial management/planning/modeling/accounting/computer application system/good knowledge of public sector auditing practices.	1
14.	Project Manager (Human Resource) Qualification: Master's degree in HR/ MBA-HR equivalent or Masters in social sciences or equivalent with experience in public sector HRM Experience: 3 Years' experience in Admin/ HR policies/ HR Management/ Payroll systems/ Recruitment processes.	1
15.	Project Manager (Planning) Qualification: B.Sc Engineering Masters in Sciences/ Social Sciences or equivalent Experience: 3 years relevant experience.	1
16.	Project Manager (Procurement): B.Sc. Engineering/ BSCS/ Masters in Sciences/ Social Sciences/ IT /MBA Supply Chain Management/MS Supply Chain/ M.Com or Equivalent Experience: 3 years of post-qualification experience in public / private sector, with at least 3 year of experience in procurement preferably under PPRA Rules/ Donor Funded Projects with specific exposure	1
17.	Project Officer (Out-Sourcing) 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.	5
18.	Project Officer (Human Resource) 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.	2
19.	Project Officer (Planning) Qualification: B.Sc Engineering/ Masters in Sciences/ Social Sciences or Equivalent Experience: 2 years' experience in public sector Planning/Development.	1
20.	Project Officer (Admin) / Admin Officer Qualification: Master degree in social sciences/ Public administration/ Finance/ B.Sc Engineering/ M.Com or Equivalent. Experience: 3 Years' Experience in administration/HR preferably in Public Sector	1
21.	Project Officer (Implementation & Coordination) Qualification: MBA/B.Sc (Hons)/ Economics/BBA (Hons) / CA /LLB/B.Sc. (Hons)/ Statistics / B.Sc.	1

	Engineering /Masters in Social Sciences/16 years Education in Computer Science, IT, ICT, MS, Computer Engineering, Software Engineering, Project Management Experience: 2 years' experience in relevant field.	
22.	Deputy (Human Resource) Officer Qualification: Master's degree in HR/Public Administration/MBA/ Management or Equivalent. Experience: Relevant experience of public sector organization.	1
23.	Data Analyst / Case Study Writer 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.	2

1. Applications on prescribed form, downloadable from the Project Management Unit, Primary & Secondary Healthcare Department Website "<http://www.pmuhealth.gop.pk/>" alongwith attested Educational Testimonials/ Experience/ CV/CNIC/ 2 Photographs, must reach the office of **Project Director, Project Management Unit (PMU), Government of the Punjab, Primary & Secondary Healthcare Department, 31/ E-1, Shahrah-e-Imam Hussain, Gulberg-III, Lahore, latest by 17th November 2020 till 4:00 PM.** 2. Candidates already working in Govt. / Semi Govt. / Autonomous Bodies may apply through proper channel. 3. 15% Quota for Females, 3% Quota for Disable Persons & 5% Quota for Minorities. 4. Only short listed candidates will be called for test / interview. 5. Only the candidates with degree from an HEC recognized University / College / Institute or a reputed foreign University shall be considered. 6. Department has the right to accept / reject or cancel any application or recruitment process. 7. No. of vacancies may be increased / decreased / redistributed / reallocated by the competent authority without further notice. 8. Separate applications shall be submitted for separate posts. 9. The name of the post applied for, shall be mentioned clearly on top right side of the envelope.

**DIRECTOR PLANNING & HUMAN RESOURCE
PROJECT MANAGEMENT UNIT (PMU) (042-35775359)
PRIMARY & SECONDARY HEALTHCARE DEPARTMENT
31/E-1, SHAHRAH-E-IMAM HUSSAIN, GULBERG-III, LAHORE**