

روزنامہ نوائے وقت لاہور (17) 11 دسمبر 2017ء



Primary & Secondary
Healthcare Department

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 One Year (Extendable):

JOB TITLE	NUMBER OF POSTS	QUALIFICATION	EXPERIENCE	LUMP-SUM MONTHLY SALARY IN PKR	MAJOR RESPONSIBILITIES	AGE LIMIT
Tender Coordination Officer-(TCO)	4 (Four) (For Services & Bio-Medical Equipment)	Graduate degree (16 years education) in Bio-Medical/Electrical/Electronics/Engineering (In case of Equipment or Services) Or Pharmacy (In case of Medicines or Services). An additional degree of Business Administration in Supply Chain management/Procurement Strategies from an accredited college or university will be preferred. However, any equivalent combination of education and experience sufficient to perform job duties may be considered. • Comprehensive knowledge of electro-medical equipment and their related technical aspects is required. • Comprehensive knowledge of Pharmaceutical Products and their clinical applications is required. • Comprehensive knowledge of Pharmaceutical raw materials and their Manufacturing is required. • Comprehensive knowledge of Rules pertaining to the procurement of Services & Public Private Partnership is required.	Minimum Three Years experience in the industry/market of Pharmaceuticals and/or electro-medical equipment with relevant experience of technical aspects of procurements is preferred.	Rs. 100,000/-	To deal with Managerial & Technical aspect of the public procurements of Pharmaceuticals, Surgical Items, Insecticides, Services & Electro-medical equipment for Healthcare procurement in Punjab Primary and Secondary Healthcare Department.	Age Limit: 25-35 Years
Research Associate-(RA)	1(One)	Master/Graduate degree (16 Years education) from an accredited college or university in Statistics/Bio-statistics. However, any equivalent combination of education and experience sufficient to perform job duties may be considered. • Basic knowledge of Public Procurement Rules, Electro-Medical Equipment, Pharmaceutical Products and their clinical applications is required. • Comprehensive Knowledge & Practical Skills on MS Office (Word, Excel, Access, Project, PowerPoint etc.) & various Specialized Data Analysis Softwares (like SPSS, SAS, STATA etc.) & other web based Applications is required.	Minimum Three Years post qualification experience in Data Handling & Analysis in health related projects in private/public organizations with relevant experience of technical aspects of procurements is preferred.	Rs. 100,000/-	To deal with Managerial & Technical aspect of the public health procurements data handling & Analysis etc. and subsequent maintenance of data base for Healthcare procurements in Punjab Primary and Secondary Healthcare Department.	Age Limit: 25-35 Years
Field Coordinator-(FO)	1 (one)	Graduate degree (16 years education) in Bio Medical/ Electrical/ Electronic/ Engineering or Pharmacy.	Fresh candidates can apply	Rs. 60,000/-	To deal with Managerial & Technical aspect of the public procurements and Pharmaceuticals, Surgical Items, Insecticides & Equipment for Healthcare procurement in Punjab Primary and Secondary Healthcare Department.	Age Limit: 22-30 Years
Contract Management Specialist-CMS	1 (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 of education and experience sufficient to perform job duties may be considered. • Comprehensive knowledge of electro-medical equipment and their related technical aspects is required. • Comprehensive knowledge of Pharmaceutical Products and their clinical applications is required. • Comprehensive knowledge of Pharmaceutical raw materials and their manufacturing is required.	Minimum Seven Years of experience in procurements preferably public procurements in well reputed organizations with relevant experience of technical aspects of pharmaceuticals & electro-medical equipment.	Rs. 250,000/-	To deal with Managerial & Administrative aspect of the public procurement contracts for Pharmaceutical & Electro-medical Products and Services and their related technologies for Healthcare procurement in Punjab Primary and Secondary Healthcare Department.	Age Limit: 25-50 Years

Pre-qualification Specialist-PQS (For Services)	1 (One)	<p>their manufacturing is required.</p> <p>Graduate degree (16 years education) in Bio-Medical/Electrical/Electronics/ Engineering or Pharmacy. An additional degree of Business Administration In Supply Chain management/Procurement Strategies from an accredited college or university will be preferred. However, any equivalent combination or education and experience sufficient to perform job duties may be considered.</p> <ul style="list-style-type: none"> • Comprehensive knowledge of electro-medical equipment, Pharmaceutical Products and their clinical applications is required. • Comprehensive knowledge of Rules pertaining to the procurement of Services & Public Private Partnership is required. 	Minimum Five Years of experience in the industry/market of Pharmaceuticals and/or electro-medical equipment with relevant experience of technical aspects of procurements is preferred.	Rs. 150,000/-	To deal with Managerial & Technical aspect of the public procurements of Pharmaceuticals, Surgical Items, Insecticides, Services & Electro-medical equipment for Healthcare procurement in Punjab Primary and Secondary Healthcare Department.	Age Limit: 25-35 Years
Technical Officer-(TO) (Services)	1 (one)	<p>Graduate degree (16 years education) in Bio-Medical/Electrical/Electronics/ Engineering or Pharmacy. An additional degree of Business Administration in Supply Chain management/Procurement Strategies from an accredited college or university will be preferred. However, any equivalent combination or education and experience sufficient to perform job duties may be considered.</p> <ul style="list-style-type: none"> • Comprehensive knowledge of electro-medical equipment and their related technical aspects is required. • Comprehensive knowledge of Pharmaceutical Products and their clinical applications is required. • Comprehensive knowledge of Pharmaceutical raw materials and their Manufacturing is required. • Comprehensive knowledge of 	Minimum Five Years of experience in the industry/market of Pharmaceuticals and/or electro-medical equipment with relevant experience of technical aspects of procurements is preferred.	Rs. 150,000/-	To deal with Managerial & Technical aspect of the public procurements of Pharmaceuticals, Surgical Items, Insecticides, Services & Electro-medical equipment for Healthcare procurement in Punjab Primary and Secondary Healthcare Department.	Age Limit: 25-35 Years
		Rules pertaining to the procurement of Services & Public Private Partnership is required.				
Clearing Officer-CO	1 (One)	<p>Master degree (16 years education) in Business Administration from an accredited college or university. However, any equivalent combination or education and experience sufficient to perform job duties may be considered.</p> <ul style="list-style-type: none"> • Comprehensive knowledge of electro-medical equipment and their related technical aspects is required. • Comprehensive knowledge of Pharmaceutical Products and their clinical applications is required. • Comprehensive knowledge of in vogue Acts/Rules/Policies pertaining to the Procurement, Customs, Taxation & International Trade Laws & Incoterms etc. is required. 	Minimum Three Years of experience in Procurements, International Trade, Customs in well reputed public or private organizations with relevant experience of technical aspects of pharmaceuticals & electro-medical equipment.	Rs. 100,000/-	To deal with Managerial & Technical aspect of the national/international public procurements specific to Incoterms & International Commercial Laws. Defining ways & mechanism to include the health related commodities in custom tariff. Custom Clearance of Pharmaceuticals & Electro-medical Products and health related commodities procured by Punjab Primary and Secondary Healthcare Department.	Age Limit: 25-35 Years
Legal Expert/Litigation Officer (LE/LO)	1 (One)	<p>Graduate degree (16 Years education) from an accredited college or university in Law. However, any equivalent combination or education and experience sufficient to perform job duties may be considered.</p> <ul style="list-style-type: none"> • Basic knowledge of Electro-Medical Equipment, Pharmaceutical Products and their clinical applications is required. • Comprehensive knowledge of in vogue Procurement, Financial, Drugs, Contract, Commercial & Taxation Laws/Acts/Rules/Laid down policies & all courts procedures etc. 	Minimum Five Years post qualification experience in practice of law with relevant experience of technical aspects of procurements is preferred.	Rs. 150,000/-	To deal with the Legal aspect of all public procurements & related litigations on healthcare procurements in Punjab Primary and Secondary Healthcare Department.	Age Limit: 25-35 Years

Information Technology Expert-(ITE)	1 (One)	Master/Graduate degree (16 Years education) from an accredited college or university in Information Technology/Computer Sciences/MBA-IT. However, any equivalent combination or education and experience sufficient to perform job duties may be considered. <ul style="list-style-type: none"> • Basic knowledge of Public Procurement Rules, Electro-Medical Equipment, Pharmaceutical Products and their clinical applications is required. • Comprehensive Knowledge & Practical Skills on Database development & its Administration, Network Management, Software Development & Maintenance, Android Application Development & Maintenance is required. • Capabilities of Technical Understanding, Process Improvement, Data Processing, Reporting Research Results & Presenting Technical Information. 	Minimum Three Years post qualification experience in Database development & its Administration, Network Management, Software Development & Maintenance, Android Application Development & Maintenance in health related projects in private/public organizations with relevant experience of technical aspects of procurements is preferred.	Rs. 100,000/-	To deal with Managerial & Technical aspect of Database development & its Administration, Network Management, Software Development & its Maintenance, Android Application Development & its Maintenance for Healthcare procurements in Punjab Primary and Secondary Healthcare Department.	Age Limit: 25-35 Years
Software/Android Application Developer-(S/AAD)	1 (One)	Master/Graduate degree (16 Years education) from an accredited college or university in Computer Sciences/Software Engineering. However, any equivalent combination or education and experience sufficient to perform job duties may be considered. <ul style="list-style-type: none"> • Basic knowledge of Public Procurement Rules, Electro-Medical Equipment, Pharmaceutical Products and their clinical applications is required. • Comprehensive Knowledge & Practical Skills on Software Development & Maintenance, Android Application Development & Maintenance is required. • Capabilities of Technical Understanding, Process Improvement, Data Processing, Reporting Research Results & Presenting Technical Information. 	Minimum Three Years post qualification experience in Software Development & Maintenance, Android Application Development & Maintenance in health related projects in private/public organizations with relevant experience of technical aspects of procurements is preferred.	Rs. 100,000/-	To deal with Managerial & Technical aspect of Software Development & its Maintenance, Android Application Development & its Maintenance for Healthcare procurements in Punjab Primary and Secondary Healthcare Department.	Age Limit: 25-35 Years

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.

Following skills are required in addition to the qualification;

- Ability to communicate verbally and in writing, using technical terminology with technical writing skill is required
- 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.
- Comprehensive knowledge of computers and software packages, including specification knowledge of MS world, MS Excel, MS PowerPoint, MS Access & Electronic document management.
- Ability to use any software based program for use in technical aspects of medical devices and drugs.
- Ability to manage and supervise others as a team.

PROCEDURE FOR SUBMISSION OF APPLICATION FORMS:-

- The above positions are offered on contract basis for **One Year (Extendable)** under the Contract Appointment Policy 2004 of the Government of the Punjab.
- All Government Employees are eligible to apply through proper Channel.
- In case a candidate wishes to apply, he/she 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, UBL, MCB, or ABL on prescribed bank challan (Attached with application form downloaded from NTS website).
- Incomplete application(s) received after closing of office hours on the last date for submission of application will not be entertained.
- Application complete in all respects should reach NTS till **December 29, 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-a-vis post for further recruitment process /interview.
- The Shortlisted Candidates shall be called for final interview and list of selected candidates will be displayed at "pshealth.punjab.gov.pk" and on Facebook page "Health Information and Service Delivery Unit 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 all applications or recruitment process.
- Advertisement can also be downloaded from the website of Primary & Secondary Healthcare Department www.pshealth.punjab.gov.pk and from Facebook page of "Health Information & Service Delivery Unit (HISDU) of Primary & Secondary Healthcare Department

For Further Information Please contact

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National Testing Service - Pakistan

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