

	<b>MTI - HAYATABAD MEDICAL COMPLEX</b>	Doc. No.	HMC-HRD-F-02
	<b>RECORD FORMAT</b>	Version No.	00
	<b>JOB DESCRIPTION</b>	Date	02-05-2022

<b>JD No.</b>	01-WD
<b>Job Title</b>	Director Building & Works
<b>Department</b>	Works Department MTI/HMC
<b>Reporting To</b>	Hospital Director

<b>Job Overview</b>	The Director Buildings is primary responsible for the organization, operation and overall performance of the department.
<b>Duties &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Ensure compliance with regulations and internal policies.</li> <li>• Monitor attainment of objectives.</li> <li>• Developing and implementing plans and goals for the department.</li> <li>• Planning, supervising, organizing, coordinating and directing activities of the department of Directorate of works.</li> <li>• Reviews specifications, estimates, and standards for construction.</li> </ul>
<b>Job Requirements / Hiring Criteria</b>	<p><b>Academic &amp; Professional Qualifications:</b></p> <ul style="list-style-type: none"> <li>• B.Sc Civil Engineering</li> </ul> <p><b>Related Experience:</b></p> <ul style="list-style-type: none"> <li>• To be provided by HR</li> </ul> <p><b>Skills/Competencies:</b></p> <ul style="list-style-type: none"> <li>• Expertise in design soft wares i.e SAP2000, Safe, AutoCAD.</li> </ul>
<b>Working Environment</b>	<p><b>Working Conditions:</b></p> <ul style="list-style-type: none"> <li>• Hospital</li> </ul> <p><b>Physical Effort:</b></p> <ul style="list-style-type: none"> <li>• Excellent</li> </ul>

	Name	Designation	Date	Signature
<b>Prepared by</b>	Syed Imtiaz Ullah Shah	Director Buildings & Works	04/07/2022	
<b>Reviewed by</b>	Dr. Faisal Shahzad	Hospital Director		
<b>Approved by</b>	Dr. Shahzad Akbar	Medical Director		

**Acknowledgment:**

*I have read and understood my position description. I understand that these responsibilities maybe modified to meet arising needs in the department*

Employee:	Date:
-----------	-------