

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

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

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

	Name	Designation	Date	Signature
Prepared by	Syed Imtiaz Ullah Shah	Director Buildings & Works	04/07/2022	
Reviewed by	Dr. Faisal Shahzad	Hospital Director		
Approved by	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:
-----------	-------