

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

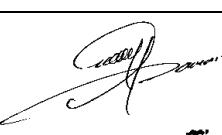
JD No.	12-ENDO
Job Title	Class IV / Helper
Department	Endocrinology
Reporting To	HoD

Job Overview	Class IV shall provide assistance to the other hospital staff in various activities.
Duties & Responsibilities	<ol style="list-style-type: none"> 1. To be responsible for keeping the environment or workplace clean. 2. To perform any combination of duties such as carrying supplies to or from workplace, removing scraps etc. 3. To run errands such as carrying files or documents etc. 4. To provide care giving services to patients or customers. 5. To collect and catalogue tools, equipment or office supplies. 6. To maintain tools, equipment or office supplies and in case of out of supply then notify management staff to order. 7. To assist in any other work asked on request.
Job Requirements / Hiring Criteria	<p>Academic & Professional Qualifications:</p> <ul style="list-style-type: none"> • Preferably literate <p>Related Experience:</p> <ul style="list-style-type: none"> •
Working Environment	<p>Working Conditions:</p> <ul style="list-style-type: none"> • Site <p>Physical Effort:</p> <ul style="list-style-type: none"> • Yes

	Name	Designation	Date	Signature
Prepared by	Mr. Abdul Nasir	MF		
Reviewed by	Mr. Abid	MHR		
Approved by	Dr Shehzad Faisal	Hospital 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:
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