



# VACANCIES ANNOUNCEMENT

Applications are invited for the following posts / vacancies at Medical & Teaching Institution Hayatabad Medical Complex / KGMC Hayatabad Peshawar and its constituents. Candidates from all over Pakistan are eligible to apply for the below-mentioned positions, subject to the following conditions

S.#	Nomenclature of Post	Gender	Qualification/Experience
01.	Director IT	Male /Female	<p><b>Minimum Qualification and Experience</b></p> <p>a) M.Phil/MS Degree in Computer Science/ Software Engineering/ IT from Higher Education Commission recognized university.</p> <p>b) Applicants should have 08 Years of post-qualification experience in relevant field.</p> <p align="center"><b>OR</b></p> <p>c) Master Degree /Bachelor Degree (16 years of education) in Computer Science/Software Engineering/IT from Higher Education Commission recognized university.</p> <p>d) Applicants should have 10 Years of post-qualification experience in relevant field.</p> <p><b>Preferences</b></p> <ul style="list-style-type: none"> <li>Applicants having experience in Public Sector/MTI-Hospitals, Project Management, ERP Implementation, Hospital Management Information System(HMIS) Implementation and Cyber security.</li> <li>National or international certification in relevant field.</li> <li>Track record of managing large scale procurement under KPPRA rules.</li> </ul>
02.	Director Works	Male /Female	<p><b>Minimum Qualification and Experience</b></p> <p>a) BSc Civil Engineering (PEC registered) from recognized university.</p> <p>b) Minimum 12 years' experience in civil works management, preferably in healthcare projects.</p> <p>c) Experience in infrastructure planning, building projects and maintenance supervision.</p> <p>d) Knowledge of procurement rules and contract management preferred.</p>
03.	Director Quality Assurance	Male /Female	<p><b>Minimum Qualification:</b></p> <p>a) Master Degree /Bachelor Degree (16 years of education) in TQM/Social Sciences / Environmental Sciences/ Public Health /Healthcare Management / Hospital Administration or MBBS/BDS/ Pharm-D/ BSN/Post RN from Higher Education Commission from recognized university.</p> <p><b>Experience:</b></p> <p>b) Applicants should have 05 Years of post-qualification experience in relevant field.</p> <p><b>Preferences</b></p> <ul style="list-style-type: none"> <li>Experience in health care/public sector.</li> <li>Candidates with sound decision making, budget management, analytical, and planning routine operations within a professional services environment.</li> <li>Knowledge of health care and hospital related key performance indicators as well as knowledge of ISO Certification, Joint Commissions Standards and/or quality improvement processes.</li> </ul>
04.	Manager Facilities	Male /Female	<p><b>Qualification:</b></p> <p>a) Master or bachelor (16 year of education) degree in Management /Environmental Sciences/ BS Engineering or equivalent qualification from HEC recognized university/Institution. Foreign Certifications/ trainings in the relevant field would be assets.</p> <p><b>Experience:</b></p> <p>b) Minimum 06-year experience in a managerial/ Administrative role in the service industries relate to facility management.</p> <p>c) Preference will be given to the candidates with experience in Health care Sector or Hospital.</p>
05.	Database Administrator	Male /Female	<p><b>Minimum Qualification and Experience</b></p> <p>a) MSc Computer Science / BCS (Hons) or 16 years equivalent qualification from recognized university.</p> <p>b) At least 5 years' practical experience in Oracle DBA, disaster recovery on Sun/Linux solutions.</p> <p>c) Proven experience in managing high-transaction databases, data backup/recovery and database security.</p> <p>d) Experience in migrating legacy hospital data into modern HMIS preferred.</p> <p>e) Preference to candidates having hands-on experience in health-based projects.</p>
06.	Network Administrator	Male /Female	<p><b>Minimum Qualification and Experience</b></p> <p>a) Master or BS Degree in Computer Sciences from HEC recognized University /Institution.</p> <p>b) At least 03 year's practical experience in network administrator and server administration, windows directory setup, Linux and manageable switch on fiber Optic, wireless and firewall solution etc; from recognized sectors.</p> <p>c) Preference will be given to those having hand on experience of managing fiber optic network of more than 500 nodes.</p>
07	Receptionist	Male /Female	<p><b>Minimum Qualification and Experience</b></p> <p>a) BS (Honors) degree in mass communication/English/ or relevant subjects from HEC recognized University/ institution.</p> <p>b) At least 01 years' experience working as receptionist in reputable public/private sector organization/ institutions/ hospital</p>

### TERMS & CONDITIONS:

- Application Forms are available on HMC website i.e.; <http://www.hmcp.gov.pk/downloads.php> and will be submitted to the HR Department MTI-HMC, Peshawar along with Bank Draft / Payment Order in favor of Hospital Director-MTI-HMC or through direct deposit in Bank of Khyber, HMC Branch, Receipt Account, Branch Code 5185, A/C Number# PLS-3002107103, as per the payment details given below.

Description	Payment
S.No.01-03	2000/-Rs(Non-Refundable)
S.No.04-06	1000/-Rs(Non-Refundable)
S.No.07	500/-Rs(Non-Refundable)

- Applications accompanied with complete bio-data and academic / experience / domicile certificates along with 02 recent photographs and CNIC photocopy duly attested must be submitted within (15 days) of the publication of this advertisement on the prescribed application form.
- The applications duly completed with supported attested documents should reach personally or through registered couriers service on or before due date of closing. In case if the documents reach after due date by the courier even if the Bank draft/ payment is done within due date will not be entertained.
- Only shortlisted candidates will be called for interview. Short listing will be done by their pre-interview marks.
- The services of the incumbent will be governed, under the Khyber Pakhtunkhwa Medical & Teaching Institutions Reform Act 2015, relevant rules and regulations amended from time to time.
- Application for the post by civil servant must be accompanied by NOC from the parent department failing which the candidate will be considered ineligible.
- A civil servant, if selected has to submit evidence of accepted resignation from civil service within 90 days after arrival. Failure to comply will lead to termination from service ab-initio without any notice.
- If the closing date fixed for the receipt of application form falls on an official holiday, the next working day shall be considered as the closing date.
- An application after the closing time and date shall stand rejected.
- Experience marks will be given to only those candidates who have experience in relevant subject / field.
- Any candidate may be disqualified or excluded from interview if he/she were
  - Convicted by the court of law.
  - Dismissed from public service.
  - Knowingly furnishes any false information.
  - Suppresses any information which may lead to his/ her disqualification.
  - Attempts to obtain support for his/ her (candidature by improper means).
  - Submits forged certificates.
  - Tempers with the entries in his/ her age and academic certificates.
  - Misbehaves in the interview.
- Original documents should be produced at the time of interview.
- The competent authority has the power to cancel the post as per requirement of MTI-HMC.
- No TA/DA is allowed for Test / Interview.

**MTI-HMC is equal opportunity employer.**

**HOSPITAL DIRECTOR**

**MEDICAL TEACHING INSTITUTION HAYATABAD MEDICAL COMPLEX, PESHAWAR**