



Isolation Hospital and Infections Treatment Centre
Ministry of National Health Services,
Regulations & Coordination
Islamabad

Ministry of National Health Services, Regulations & Coordination intends to hire the services of Doctors and allied health professionals for Isolation Hospital and Infections Treatment Centre (IHITC), Chak Shahzad, Islamabad against the following categories purely on temporary basis on open merit

S.No	Name of Post	No of posts	Qualification and Experience
1	Chief Medical Officer	1	<p>MBBS and FCPS in medicine or equivalent international qualification (American Boards or MRCP etc). Infectious disease subspecialty will be preferred.</p> <p>Record of excellence in clinical care, and have at least five years experience in leading a major hospital/clinical unit.</p> <p>Main Responsibilities:</p> <ol style="list-style-type: none"> 1. Ensuring clinical excellence in all aspects of hospital function. 2. Developing a patient friendly environment. 3. Auditing clinical practice. 4. Developing new clinical programs, and 5. Developing an annual clinical budget. 6. The Chief Medical Officer (CMO) will report to the Ministry of Health until otherwise advised 7. Participating fully in clinical care
2	Infectious Disease Specialists	2	MBBS and FCPS with infectious disease sub-specialty or equivalent international qualification (American Boards or MRCP etc).
3	Internists	4	MBBS and FCPS in internal medicine or equivalent international qualification (American Boards or MRCP etc).
4	Intensivists	2	MBBS and FCPS in intensive care subspecialty or equivalent international Qualification (American Boards or MRCP etc).
5	Pathologists	2	MBBS with FCPS in Pathology or equivalent international Qualification (American Boards or MRCP etc). 2 years experience after specialty qualification.
6	Radiologist	2	MBBS with FCPS in Radiology or equivalent international Qualification (American Boards or MRCP etc). 2 years experience after specialty Qualification.
7	Medical Officer	6	MBBS 2 years experience post-graduation.
8	Director of Nursing	1	<p>BSc-N preferably MScN/MA, and current Nursing Registration At least 7 years administrative and teaching experience.</p> <p>The Nursing Director will be responsible for all nursing functions, including</p> <ol style="list-style-type: none"> 1. Training of nurses, 2. Ensuring adequate nurse staffing for all clinical needs,

			<p>3. Maintaining the highest nursing standards, 4. Performing regular audits of nursing functions, and 5. Preparing an annual plan and budget for the nursing department.</p> <p>The Nursing Director will report to the Ministry of Health until otherwise advised.</p>
9	Nurses	50	BScN
10	Pathology Lab Technicians	6	<i>Matric with Diploma in relevant field. Experience will be preferable.</i>
11	Radiology Technicians	6	<i>Matric with Diploma in relevant field. Experience will be preferable</i>
12	Chief Operating Officer	1	<p>Masters degree in Hospital or Health Services Management, Business management, Public Health or Public Administration, or any equivalent management qualification. Candidates with medical degrees in addition to a Masters degree in management are encouraged to apply. A minimum experience of 7 years at management level positions is preferred.</p>
13	Finance Director	1	<p>Masters Degree or equivalent Degree in Finance or Accounts. Ten years experience in Finance and/or Accounts in a major private or public company/institution, or be a Chartered Accountant or CMA/ACMA/FCMA with a minimum professional experience of 7 years.</p> <p>The Finance Director will:</p> <ol style="list-style-type: none"> 1. Supervise all financial accounting matters of the institution, 2. Prepare detailed regulations and procedures for institutional financial management, 3. Assist the COO and CMO on all financial matters 4. Ensure transparency and fiscal probity 5. The Finance Director will report to the COO
14	Human resources Director	1	<p>MHRM / MBA (HR) / MS (HR) or equivalent degree from HEC recognized institution. Foreign Certifications in the relevant field will be preferred. At least 10 years' experience in a similar position in a healthcare institution will be preferred. Must be familiar with the tools of human resources including HRIS, Microsoft Office and file management.</p>
15	Chief Pharmacist	1	<p>B. Pharmacy or Pharm D degree from a recognized University. An M. Phil or Ph.D degree in pharmacy, as well as an MBA from a recognized University would be an advantage. 7 years experience in a supervisory role in a reputable hospital pharmacy or in the pharmaceutical industry. Knowledge of hospital formularies, computerised drug and medical supply inventories, and of modern hospital pharmacy is required.</p> <p>The Chief Pharmacist will be responsible for:</p> <ol style="list-style-type: none"> 1. Ensuring the proper storage and detailed inventory of all drugs and related supplies in the Hospital Pharmacy, 2. Generating drug/supplies requirements for purchase to ensure that the Hospital Pharmacy is adequately stocked at all times, in accordance with the hospital formulary. 3. Evaluating and providing professional advice for the fair, transparent and optimal purchase of drugs for the Hospital Pharmacy. 4. Ensuring the security of all drug stocks within the hospital

			<p>5. Ensuring prompt and optimal delivery of medicines and related supplies to end-users within the hospital.</p> <p>6. Developing the annual budget for the Pharmacy.</p> <p>7. Other responsibilities may be prescribed by the Hospital Director.</p> <p>The Chief Pharmacist will report to the COO.</p>
16	Materials Management Director	1	<p>Degree in Supply Chain/Business Administration (Sixteen year Education) from a recognized university with at least 6 years experience of heading Material Management/Procurement/Supply chain Management function in a reputed organization, preferably in a healthcare industry.</p> <p>Foreign Certifications in supply chain Management would be an advantage.</p> <p>The candidate should be conversant with relevant Government rules and business laws relating to the Health industry.</p> <p>The incumbent will be mainly responsible and accountable for ensuring complete supply-chain and materials management functions. He will ensure compliance of standard operating procedures and protocols in the Department. He will also prepare and manage the annual budget for the Department.</p>
17	Departmental Personnel/Secretaries	6	<p><i>Graduate with knowledge of MS office tools.</i></p> <p><i>Must have typing skills</i></p> <p><i>Experience preferable</i></p>
18	Pharmacists	2	<p><i>B. Pharmacy or Pharm D degree from a recognized University. Additional qualification would be an advantage.</i></p> <p><i>2 years experience in a reputable hospital pharmacy or in the pharmaceutical industry.</i></p> <p><i>Knowledge of hospital formularies, computerised drug and medical supply inventories, and of modern hospital pharmacy is required.</i></p>
19	HR Manager	1	<p><i>MHRM / MBA (HR) / MS (HR) or equivalent degree from HEC recognized institution</i></p> <p><i>At least 3 years' experience in a similar position in a healthcare institution will be preferred.</i></p> <p><i>Must be familiar with the tools of human resources including HRIS, Microsoft Office and file management</i></p>
20	Finance Manager	1	<p><i>Masters Degree or equivalent Degree in Finance or Accounts.</i></p> <p><i>3 years experience in Finance and/or Accounts in a major private or public company/institution, preferably in healthcare industry..</i></p>
21	Material Management Manager	2	<p><i>Degree in Supply Chain/Business Administration (Sixteen year Education) from a recognized university with at least three years of experience in the relevant field, in a reputed organization, preferably in a healthcare industry.</i></p>
22	Assistant HR	3	<p><i>Graduate with 2 years experience in HR department of any reputed organization, preferably healthcare industry.</i></p>
23	Biomedical Engineer	2	<p><i>HEC recognized engineering degree in relevant field with 3 years relevant experience in healthcare industry.</i></p>
24	Civil Engineer	2	<p><i>HEC recognized engineering degree in relevant field with 3 years relevant experience preferably in healthcare industry.</i></p>
25	Electrical Engineer	2	<p><i>HEC recognized engineering degree in relevant field with 3years relevant experience in healthcare industry.</i></p>
26	Housekeeping Personnel	10	<p><i>Matric with one year relevant experience in healthcare industry</i></p>
27	Food and Dietary services Personnel	4	<p><i>Middle with one year relevant experience in healthcare industry.</i></p>

28	Laundry services Personnel	2	<i>Middle with one year practical relevant experience in healthcare industry.</i>
29	Drivers/runners	6	<i>Middle with valid driving license. Experience in healthcare industry will be preferred.</i>
30	Security personnel	10	<i>Physically fit retired forces personnel will be preferred.</i>

GENERAL TERMS

- Excellent competitive salary / benefits package, in a progressive environment.
- Hiring will be purely on temporary basis for a period of one year. After the period of 12 months, the contract of employment shall expire.
- Hiring will not confer any right for regularization of services at any stage.
- No TA/DA shall be admissible.

Interested candidates may send applications with a covering letter and a detailed Curriculum Vitae, including the names and addresses of 3 referees by mail within 15 days from the date of publication of this advertisement to the address mentioned below.

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