

Government of Pakistan
Ministry of National Health Services
Regulations & Coordination
(3rd Floor, Kohsar Block, Pak Secretariat)

F. No. 4-7/2021-Admn-III

Islamabad, the 9th July, 2021

OFFICE MEMORANDUM


Subject: - **ADVERTISEMENT OF POSITION OF CHIEF FINANCIAL OFFICER OF NATIONAL INSTITUTE OF HEALTH**

Dear Sir,

I am directed to enclose herewith an advertisement for recruitment against the position of Chief Financial Officer in National Institute of Health for publication in the press, in the two (02) National News Papers, one English, and one Urdu-combined, quarter page size and black & white, at the earliest.

2. Necessary funds are available in the relevant head of account in NIH. The bills may be sent to Director (Administration), NIH, Islamabad for payment.

3. This issues with the approval of Secretary, M/o NHR&C, Islamabad.


(Syed Haisan Mehmood)
Section Officer (Admn-III)
Phone: 051-9245961

Encl: (As Above)

The Director (Advertisement),
Press Information Department,
Information & Broadcasting Division,
Islamabad

Copy to:

- Director (Administration), NIH
- ✓ — Deputy Director (IT), M/o NHR&C, Islamabad with the request to upload the advertisement on the website of the Ministry (Copy enclosed)

Ministry of National Health Services
Regulations & Coordination National Institute
of Health Islamabad

Situation Vacant

Applications are invited from suitable candidates for appointment to the posts of Chief Financial Officer (CFO) in the National Institute of Health, Islamabad. The appointment shall be made on tenure basis for a period of 04 years. The qualifications, experience and other conditions prescribed are shown against each post.

Name of Post: Chief Financial Officer (CFO)
Number of Post: 01 Domicile: Merit

Qualification & Experience:

- i. Chartered Accountant (ICAP) (ideally trained in large Accounting Firm)
OR
Cost and management accountant (ICMAP)
OR
Member of a recognized foreign accountancy organization
OR
18 years degree (Masters) in Finance or equivalent.
- ii. 12 years plus total experience, with min 5 years at senior level in a reputable institution/organization
- iii. Proficient in the use of MS Office and financial management softwares (e.g., ORACLE, SAP)

Terms and Conditions

- i. CFO shall have no conflict of interest and shall issue a declaration of no conflict.
- ii. Preference to Age 45 yrs and above.
- iii. Govt/Semi Govt Servants to apply through proper channel and would be required to produce NOC at the time of interview.
- iv. NIH employees eligible for promotion with minimum service 12 years and fulfilling eligibility criteria of the post also to apply.
- v. Eligibility of candidate will be determined on the basis of higher academic qualification, experience etc. as given against the post.

- vi. Only shortlisted applicants will be called for interview.
- vii. Incomplete applications as well as received after due date will not be entertained.
- viii. No TA/DA will be admissible for the purpose of interview.
- ix. The competent authority reserves the right to cancel or postpone recruitment process at any stage.
- x. Information provided by the applicant will be verified in case of appointment of the officer. In case of any false or forged information, NIH reserves the right to cancel the candidature at any stage (even after employment, if so, revealed later) and to initiate a legal action against the applicant.
- xi. Last date of submission of application is 15 days from the date of publication of this advertisement.
- xii. Detailed TOSs will be seen on NIH website www.nih.org.pk

INELIGIBILITY: -

- i. No person shall be eligible for appointment unless a citizen of Pakistan.
- ii. Persons dismissed or removed from service as a consequence of disciplinary proceedings.
- iii. Persons convicted by the court of competent jurisdiction and NRO beneficiaries are also ineligible.

HOW TO APPLY:

Eligible candidate may apply with CV covering application including one recent passport size photograph, attested copies of degrees/testimonials, proof of experience, bio-data and contact details. Application complete in all respect should reach the undersigned within fifteen (15) days from appearance of this advertisement.

Saleem Shahzad Malik
Secretary to the Board of Governors
National Institute of Health
Ministry of National Health Services,
Regulations & Coordination
3rd Floor, Kohsar Block, Pak. Secretariat,
Islamabad

**Addendum to Advertisement for Recruitment of Executive Directors NIH
Dated 27th June 2021**

Reference to the advertisement for the 04 posts of Executive Director on 27th June, 2021, published in Dawn and Nawa-i-Waqat newspapers, the following addendums are included

1. For Executive Director, National Health Laboratory in place of "MRCP" read "MRCPath".
2. For Executive Director Vaccine and Biological Products Center Add "PhD Immunology" under preferable qualification