



No. F. 4-3/2020-DD (P-IV)  
GOVERNMENT OF PAKISTAN  
MINISTRY OF NATIONAL HEALTH SERVICES,  
REGULATIONS & COORDINATION.  
3<sup>rd</sup> FLOOR, KOHSAR BLOCK, PAK SECRETARIAT, ISLAMABAD

We are seeking applications from qualified candidates to hire dynamic and career-oriented professionals for a project. The ideal candidates should possess qualifications and experience in the relevant field. The positions are offered on a **CONTRACT BASIS** for a duration of 3 years, will be based in Islamabad, Pakistan expect for database officer. Please see detail in the table below

Sr #	Designation	No. of Posts	Minimum Age	Qualification & Experience
01	Project Manager (PPS 9)	01	50 Years	Medical Doctor with Post graduate degree in public health with specializations in health policy and systems development from a recognized institution. At least 10-15 years' experience of working in health sector at national or international level across both public and private sector in general (more specifically at-least 2 years in the public sector), Experience in management of project / program in public sector will be preferred. Experience of working and coordinating with the development partners, national and international NGOs will be an asset. Excellent report writing, communication and presentation skills. Other Skills (e.g. IT): Knowledge of Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook, and internet search engines as well as surveillance databases.
02	Finance Manager (PPS 8)	01	30 - 40 years	Post graduate degree in Accounting, Business Administration or Finance from accredited academic institution; Higher qualification will be an added advantage; Minimum of 10 -15 years' experience in financial management and accounting in public/private sector; Understanding of multi and bilateral donor financial policies, procedures and grant management; Extensive experience in proposal preparation, budget formulation, financial analysis and planning skills; Ability to use financial system to track accounting activity; and, Other Skills (e.g. IT): Knowledge of QuickBooks accounting software, Microsoft Office Word, Excel, PowerPoint, Outlook, SPSS and Financial databases
03	Procurement manager (PPS 8)	01	30 - 40 Years	Post graduate degree in Supply chain management, Business Administration or Commerce from accredited academic institution; Higher qualification will be an added advantage; Minimum of 10 years' experience in Procurement management and supply chain management in public/private sector; Understanding of multi and bilateral donor procurement policies, procedures; Extensive experience in procurement of goods and services including consultancy services, contract management and planning skills; Expertise to apply PPRA rules for the effective procurement process and procedures; and, Other Skills (e.g. IT): Knowledge of Microsoft Office Word, Excel, PowerPoint, Outlook etc.
04	Internal Auditor (PPS 7)	01	30 - 35 Years	Professional certification CA/CIMA/ACMA or Post graduate degree in Accounting, Business Administration or Finance from accredited academic institution; Higher qualification will be an added advantage; Minimum of 5 years' experience in internal audit and accounting in public/private sector; Understanding of multi and bilateral donor financial policies, procedures and grant management; Extensive experience in internal audit, internal controls, compliance and planning skills; Ability to use financial system to track accounting activity; and, Other Skills (e.g. IT): Knowledge of Microsoft Office Word, Excel, PowerPoint, Outlook, and Financial databases
05	Admin Officer (PPS 7)	01	30 - 35 Years	Post Graduate degree in Business Administration/ MPA / 16 Years education or equivalent. Minimum 3 -5 Years' experience as Admin officer/coordinator with

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				development organization, public health, finance institution or comparable experience in the public/private sector/UN/HDP; Understanding of multi and bilateral donor financial policies, procedures and grant management; 2 years of progressively responsible work experience performing a wide range of administrative support duties including in public sector. Experience in financial & Grant Management and procurement will be preferred.
06	Procurement officer (PPS7)	01	30 - 35 Years	Post graduate degree in Supply chain management, Business Administration or Commerce from accredited academic institution; Higher qualification will be an added advantage; Minimum of 5-7 years' experience in Procurement management and supply chain management in public/private sector; Understanding of multi and bilateral donor procurement policies, procedures; Extensive experience in procurement of goods and services including consultancy services, contract management and planning skills; Expertise to apply PPRA rules for the effective procurement process and procedures; and, Other Skills (e.g. IT): Knowledge of Microsoft Office Word, Excel, PowerPoint, Outlook etc.
07	Finance officer (PPS 7)	01	30 - 35 Years	Post graduate degree in Accounting, Business Administration or Finance from accredited academic institution; Higher qualification will be an added advantage; Minimum of 5-7 years' experience in financial management and accounting in public/private sector; Understanding of multi and bilateral donor financial policies, procedures and grant management; Extensive experience in proposal preparation, budget formulation, financial analysis and planning skills; Ability to use financial system to track accounting activity; and, Other Skills (e.g. IT): Knowledge of QuickBooks accounting software, Microsoft Office Word, Excel, PowerPoint, Outlook, SPSS and Financial databases
08	Database officer (PPS 7)	03	30 - 35 Years	MS Computer Science / Software Engineering / Statistics , 5-7 Years in Data and database management, proven experience of data analysis having knowledge of Health data and Database management system, and skills of working with databases like MySQL/ Postgrads/Oracle/MS SQL, Proven working experience in SPSS/Excel
09	Communication Officer (PPS 7)	01	30 - 35 Years	Master's degree or higher in a communication-focused field such as Business, Marketing, Communications, Public Relations, Journalism, or related discipline from HEC recognized University, Recognized by HEC or from recognized institute. 5-7 years of related working experience required with two or more years in health communication. Working knowledge and understanding of all channel disciplines, including Media, Shopper/ Promotional, PR, Social, Experiential, Multicultural, etc. Understanding to learn more of the trends shaping behaviour today and, in the future Proficient with media planning tools (MRI, Social Listening, comScore), Strong, organizational, interpersonal, and project management skills, Open to travel as, necessary, digitally connected and curious
10	ESMP officer (PPS 7)	01	30 - 35 Years	Master's degree or higher qualifications in environmental sciences from HEC recognized University. 3-5 year experience in socio-environmental impact management/ social environmental impact assessment, Socio-environmental management, evaluation of socio-environmental impact in the infrastructure sector, knowledge of the Social and Environmental Standards (SES) and Principles of health development partners, experience in working with international organizations in the sector.
11	Training Officer (PPS 7)	01	30 - 35 Years	Master's degree or higher qualifications in Public Health; Social Sciences; Health Education or Community Development from HEC recognized University. Possession of a Training of Trainers certificate would be an added advantage, Sound decision making and organizational skills, Ability to present complex information to a variety of audiences. 5-8 years' experience as facilitator and Trainer specialist capable of imparting knowledge, skills and attitudes to meet the project training objectives. Proven ability to master the full training cycle, Adequate knowledge of learning management software, Familiarity with traditional and modern training methods, tools and techniques, Familiarity with talent management and succession planning.
12	M&E Officer (PPS 7)	01	30 - 35 Years	A post graduate degree in public health or equivalent, At least 5 years of experience in managing field activities including M&E of interventions and results in public and private health sector, Experience in program/project design and formulation, management and evaluation, Knowledge of recent developments in program/project



				M&E data management, acquisition, analysis and result reporting, Demonstrated knowledge and experience of Pakistan Public Health Sector in general and provincial health sector in particular, Experience of working with development partners, report writing, communication and presentation skills are preferred skills, Show an eagerness to take on any other tasks assigned by the line manager.
13	Office Assistant (PPS 5)	01	25 - 30 Years	Bachelor's with Computer Sciences 2 years of related experience is preferred with Skills (e.g. IT): Knowledge of Microsoft Office: Word, Excel, PowerPoint, and Outlook.

#### INSTRUCTIONS:

- Candidates who have relevant qualifications and experiences may submit application with attested photocopies of academic documents, experience certificates, CNIC, Domicile Certificate, 01 Passport size photograph to project Director, NHSP, Third Floor, Ministry of National Health Services, Regulation & Coordination (NHSR&C), Kohsar Building, Pak Secretariat, Islamabad within 15 days of the publication of this advertisement.
- All incomplete application and those received after the due date will not be considered.
- Candidates already working in Government Departments should apply through proper channel with NOC from their departments otherwise their applications will not be considered.
- Age relaxation will be as per Government Rules.
- Only shortlisted candidates will be called for Test/interview, No TA/DA will be admissible
- Ministry has the right to abolish any advertised post and can stop recruitment/selection process

(Project Director)  
National health support program (Federal Component)  
Ministry of National Health Services,  
Regulations & Coordination  
Third Floor, Kohsar Block, Pak Secretariat, Islamabad