



**SITUATIONS VACANT**

National University of Medical Sciences (NUMS) is a Federal Public Sector University, with primary responsibility to promote and achieve excellence in advanced health education, research and service delivery. The Rawalpindi Campus houses the **NUMS Institute of Advance Studies & Research (NIASR)**, which is dedicated to conduct cutting edge research and evidence based teaching in basic, applied and clinical disciplines along with Social & Behavioral Sciences. NUMS following a holistic educational philosophy wherein Social Sciences and Humanities are included among core subjects medical & biological sciences in Undergraduate & Graduate Programs. All these domains will function with their independent faculties, but in relevance to accomplishment of NUMS vision and mission.

Pursuing its mission of "understanding and improving life through innovation in healthcare, the university is also establishing a comprehensive, integrated evidence based **"NUMS Healthcare Model"**.

NUMS is seeking applications from Pakistani national of high caliber, self-motivated and reflective professionals having excellent interpersonal communications skills for following NUMS faculty and administrative positions on **"Contractual Basis"** (renewable): -

Sr.#	Name of Post (s)	Qualification & Experience	No of Vacancies	Max Age on Closing
<b>Project Development of NUMS/ NIASR</b>				
1.	<b>Scientific Officer (HPLC-MS)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>MSc or equivalent in Chemistry/ Biochemistry/ Pharm D from HEC recognized University/ institution. Preference will be given to higher qualification in the relevant field. Must be computer savvy.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Minimum 5-7years' experience in relevant field in a reputed Institution/ University /organization/ health care sector reputed organizations.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	2	45 Years
2.	<b>Clinical Research Associate</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>MBBS/ Pharma -D / BS Clinical Sciences/BS Biological Sciences Certification i.e. GCP / IPPCR/PPRP may be required.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Preference will be given to those candidate's having relevant experience in Clinical Research.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	4	45 Years
3.	<b>Nurse</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>BSC Nursing from PNC recognized University/ institution with valid registration from Pakistan Nursing Council.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Minimum 3-5 Years post qualification experience as Registered Nurse in reputed public/ private sector Hospitals/ Medical Institutions. Preference will be given to those who have worked in the emergency/ICU.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	40 Years
<b>NUMS (Directorate / Department)</b>				
4.	<b>Professor (Sociology/ Behavioral Sciences)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>PhD or equivalent qualification in the relevant field from HEC recognized University/ Institution.</li> </ul> <p><b>Experience &amp; Publication:</b></p> <ul style="list-style-type: none"> <li>Must have duly recognized experience &amp; publications as per HEC faculty appointment criteria for Professor.</li> <li>Minimum 12-15 Years relevant experience in academia along with 7 years working experience in academic management/ administration at HEC recognized university/ institution preferably in a medical university/ institution.</li> <li>In-depth knowledge of relevant rules &amp; regulations of HEC/ PM&amp;DC and other regulatory bodies.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	57 Years
5.	<b>Deputy Director (Contracts)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>Master's/ Bachelor degree (16 Years education) in Civil Engineering from HEC recognized University/ Institution. Preference will be given to higher qualification. Must be computer savvy.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Minimum 10 relevant experience including 7 years of working experience of formalization of contracts agreement of diversified mega projects, infrastructure development, multi-story high-rise buildings, hospital buildings, hostels, teaching educational institute in reputed public/ private sector organization.</li> <li>Hands on experience of Contract Management of Mega Projects for construction and maintenance regime under PEC, PPRA and other regulatory bodies.</li> <li>Well versed with contractual stipulations to address revision, foreclose and arbitration of contraction projects preferably in university environment.</li> <li>Preference will be given to practicing engineer having contract specific experience.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	50 Years

6.	<b>Deputy Director (Procurement)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>Masters or equivalent degree from HEC recognized University/ Institution. Preference will be given to higher qualification. Must be computer savvy.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Minimum 10 Years relevant experience including 7 years of working experience of procurement &amp; inventory management activities from demand, forecasting to the delivery of material and services in reputed public/ private sector organization.</li> <li>Well versed with all applicable laws and rules including PPRA and import policy.</li> <li>Having the ability to define and manage key supplier relationships to deliver breakthrough performance in cost, service &amp; quality.</li> <li>Can provide specialist advice, guidance &amp; service on leading procurement practices.</li> <li>Should have strong verbal/ written communication skills.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	50 Years
7.	<b>Assistant Professor (Biostatistician)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>PhD in relevant field from HEC recognized University/ Institution. Must be computer savvy.</li> </ul> <p><b>Experience &amp; Publication:</b></p> <ul style="list-style-type: none"> <li>Must have duly recognized experience &amp; publications as per HEC Faculty Appointment Criteria.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	45 Years
8.	<b>Assistant Professor (Health Professions Education)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>PhD/ MHPE or equivalent in relevant field as per PM&amp;DC Faculty appointment criteria of Health Professions Medical Education Faculty.</li> </ul> <p><b>Experience &amp; Publication:</b></p> <ul style="list-style-type: none"> <li>Must have duly recognized experience &amp; publications as per PM&amp;DC Faculty appointment criteria for Health Professions Medical Education Faculty.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	45 Years
9.	<b>Assistant Professor (Clinical Psychology)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>PhD in Clinical Psychology from HEC recognized University/ Institution.</li> </ul> <p><b>Experience &amp; Publication:</b></p> <ul style="list-style-type: none"> <li>Must have duly recognized experience &amp; publications as per HEC Faculty Appointment Criteria for Assistant Professor.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	45 Years
10.	<b>Demonstrator (Life Style Medicine)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>MBBS/ BDS as first degree from HEC recognized university/ institution as per PM&amp;DC Faculty Appointment Criteria, along with formal certification or credible experience in Life Style Medicine. MPH/ MHPE or Master in Nutrition will be a plus.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Working Experience in relevant field at a reputed medical university/ institution will be an added advantage.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	3	40 Years
11.	<b>Manager (Academics)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>Masters or equivalent degree from HEC recognized University/ Institution. Preference will be given to higher qualification. Must be computer savvy.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Minimum 5 Years post qualification experience including 3 years of relevant experience in Academic Administration, Office Management and Coordination in reputed public/ private sector organizations. Experience at a Medical University / Institution will be an added preference</li> <li>Conversant with HEC/ PM&amp;DC policies/ rules &amp; regulation will be added advantage.</li> <li>Should have strong verbal/ written communication skills.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	40 Years
12.	<b>Software Developer</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>Master's/ Bachelor degree (16 Years education) in Computer Sciences/ IT or equivalent degree from HEC recognized university/institution. Preference will be given to higher qualification in relevant field</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Minimum 3-5 years of Post-qualification experience in developing and maintaining web portals Using ASP.NET, C# (Web Form and MVC) &amp; JQuery.</li> <li>Hand on experience in web portal security, cloud computing and latest web technologies are also required.</li> <li>Should have strong verbal/written communication skills</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	40 Years

13.	<b>Assistant Manager</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>Master's/ Bachelor degree (16 Years education) from HEC recognized University/ Institution. Preference will be given to higher qualification. Must be computer savvy.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Minimum 3 Years post qualification relevant experience in Administration, Academics, Office Management and documents handling in reputed public/ private sector organization. Experience at a Medical University / Institution may be an added advantage.</li> <li>Proficient in Microsoft Word, Excel, Power point, and Internet Browsing</li> <li>Should have strong verbal/ written communication skills.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	3	35 Years
14.	<b>Receptionist</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>BA/BSc (14 years' education) or equivalent from HEC recognized Institution. Preference will be given to higher qualification.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Minimum 5-7 years post qualification relevant experience in reputed public/ private sector organization.</li> <li>Matured, well-mannered with good communication &amp; interpersonal skills.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	40 Years
15.	<b>Lab Assistant</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>FSc (Pre Medical) from recognized board/ institution. Preference will be given to higher qualification.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Minimum 2-3 years' relevant experience in reputable educational organization/ institution</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	35 Years
16.	<b>Office Attendant</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>Literate, preference will be given to higher qualification.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Minimum 3-5 years of experience in official environment with handling of files/ documents in reputed public/ private sector organization</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	4	23 - 45 Years
<b>Project Management Unit (PMU) - NIASR</b>				
17.	<b>Sub Engineer (E&amp;M)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>DAE (Electrical), preference will be given to higher qualification in the relevant field.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Minimum 12-15 years post qualification experience in Electrical &amp; HVAC works in multi-story building projects. Preference will be given to individuals having HVAC installation experience with multinational companies.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	50 Years
<b>Army Medical (AM) College, Rawalpindi</b>				
18.	<b>Demonstrator (Community Medicine)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>MBBS from PM&amp;DC/ HEC recognized institution/university as per PM&amp;DC Faculty Appointment.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Working Experience in relevant field at a reputed medical institution/ university will be an added advantage.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	40 Years
19.	<b>Lecturer (Behavioral Sciences)</b>	<p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>M.Phil or equivalent degree in relevant field from HEC recognized institution/university as per HEC Faculty Appointment Criteria.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Working Experience in relevant field at a reputed medical institution/ university will be an added advantage.</li> </ul> <p>For more details, please visit: <a href="http://www.numspak.edu.pk">www.numspak.edu.pk</a></p>	1	40 Years

## **General Conditions**

1. Salary package will be determined according to qualification, experience & capability.
2. Basing upon competency and experience, age limit may be relaxed.
3. **Interested applicants can apply ONLINE through NUMS' job portal i.e. <http://careers.numspak.edu.pk>. Serial 16 can also apply by sending their application forms and CVs on postal address given below. Application form is available at <http://careers.numspak.edu.pk/>**
4. **Application fee (non-refundable) for posts at Serial No. 1, 4 to 9 is Rs.1500/- Serial No. 2, 3, 10 to 13 & 17 to 19 is Rs.1000/- Serial No 14 & 15 is Rs.500/- No Fee for Serial No. 16. Please deposit said fee at Habib Bank Ltd in NUMS account and upload proof of pay through NUMS job portal. Deposit separate fee for each post. Application without fee will not be entertained.**
5. **Last date for submission of applications is 13 Nov 2023.** Incomplete applications shall be rejected.
6. The University authorities reserve the right to accept or reject any application and increase/ decrease the number of advertised posts without assigning any reason.
7. Only shortlisted candidates will be called for test/ interview and decision of the University shall remain final in all cases.
8. Part time, honorary, apprentice, internee and freelance experience will not be counted towards the minimum experience required.
9. In case of selection, applicants presently working in Government, Semi Government and Autonomous Bodies should either resign or seek NOC from employer before joining.
10. For all positions only HEC certified/verified degrees and documents will be acceptable.
11. No TA/DA will be paid for test/interview.
12. Any clause not included in above mentioned terms & conditions shall be dealt in accordance with the provisions on NUMS Statutes.

For more details please visit: [www.numspak.edu.pk](http://www.numspak.edu.pk)

**NUMS IS AN EQUAL  
OPPORTUNITY**

**Director Human Resource**

**NUMS Secretariat, C/O Pak Emirates Military Hospital (PEMH), The Mall, Rawalpindi Cantt.**

**Phone no. 051-5170459**

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