Job Descriptions

1. ADMIN OFFICER

Job Summary

Performs all duties/tasks related to administration duties, he is responsible for overseeing overall functions including contracts enforcement, assigning duties and assists and reports to AMS Admin & IT.

Qualification

- Masters' degree in Economics/ Public Administration/Finance/MBA Finance/Administration/Statistics/Computer Science/M.Com/B.Sc Engineering/ Pharm D or equivalent from HEC recognized University.

Responsibilities Matrix

Sr#	Responsibilities
1.	To ensure that daily tasks/duties are completed, the contracts that are outsourced i.e. horticulture, Generator Maintenance, janitorial services, laundry services, MEP, security & parking services, Warehouse & any other it should be ensured that they are fully enforced as per the contract that includes o The Security guards provided by the contractor/HCE hired guards are on duty and on assigned positions, parking area management. Keep and maintain check and balance sheets so that contract are enforced. o Imposition of fines if contract are breached or not fully complied with. o Manage and maintain HCE Transport, maintain check list and coordination with finance dept. to make sure that all maintenance regarding transport are upto date. o Ensure that janitorial staff is performing its duties as the contract states, in case of violation impose plenty. o Ensure that canteen is providing quality food items, & it is used for no other purpose as per contract. o Manage HCEs exterior that also includes enforcement of Horticulture contracted services. o Ensure that Entry and Exit gates are accessible and coordinate with local government to ensure that traffic has smooth flow, no parking in-front and on sides of entry/exit gates.

	o Manage civil works in coordination with Procurement officer and finance dept. o Manage MEP services contracted out Electrical works, ensure that electrical equipment/electro-medical are functional. o Housekeeping should be checked & highest standards should be kept. o Enforce Laundry Contract, as per specifications in the contract. o Coordinate with procurement so that HCE Store & supply demands are fully met. o Fire Safety equipment is in place, conduct mock drills and assign duties in department in case of emergency. o Ensure that staff is well aware of fire & non-fire emergency plans.
2.	Work with faculty to improve productivity, quality standards and research growth opportunities.
3.	Preparation of PC-1 and other Planning Documents.
4.	Ensure that Performance Evaluation Reports/check lists are filled and filed properly.
5.	Maintaining communication systems(Internal such as intercoms/internal exchange, External lines) by identifying needs; evaluating options; maintaining equipment; approving from Finance and procurement.
6.	Completes/assists special projects by organizing and coordinating information and requirements; planning, arranging, and meeting schedules; monitoring results.
7.	Plan, direct and oversee administrative operations.
8.	Contributes to team effort by accomplishing related results as needed.
9.	Any other duties/tasks assigned by Senior Management (MS/AMS Admin / P&SHD/PMU).

[redacted]MONITOR/SUPERVISOR/MONITORING SUPERVISOR

Job Summary

Monitors shall help Admin officer in execution of his functions. Duty hours will be rotating day/night shifts. However, otherwise in morning two shall be on duty when not relieving.

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Qualification

- Retired JCOs of armed forces with good service record (same eligibility criteria as that of Government MEA)

Responsibilities Matrix

Sr#	Responsibilities
1.	Daily duties assigned by Admin Officer. • Daily rounds • Monitoring of Staff and Outsourced Services.
2.	Assist in enforcement of all Outsourced contracts.
3.	Assist Admin officer to perform his functions.
4.	Any other professional tasks assigned by Admin Officer/In charge/MS/P&SHD/PMU etc.

2. Procurement officer

Job Summary

Ensures that all the procurement related demands are fully met, in liaison with Admin Department to make sure daily tasks of HCE are not affected.

Qualification

- Masters' degree in Finance / MBA (Finance)/ Chartered Accountant/ ACCA/ M.Com or equivalent from HEC recognized University.

Responsibilities Matrix

Sr#	Responsibilities
1.	All Procurement related tasks to HCE, such as local purchase, three quotation, tendering etc.
2.	Ensure PPRA Rules 2014 compliance.
3.	Drafting and implementing procurement strategies and PUC, noting, implementing/outreach.
4.	Forecasting & Managing procurement needs. • Develop Monthly, Quarterly & yearly plans. • Liaison with the Admin officers and HCE departments to identify the needs • Develop and ensure the activity map. • Manage and coordinate local Petty purchases, local purchase through quotations, Medicine (in coordination with DDC/Pharmacist), disposables and allied store. • Responsible to manage all tendering procedures as per PPRA rules 2014. • Biomedical/Non-biomedical equipment requirement in coordination with admin/bio-medical engineer/MS. • Purchase of Imported items through Letter of credit. • Opening and maintenance of WEBOC account with FBR.
5.	Coordinate with Audit officer for procurement related auditing.
6.	Preparation of PC-1 and other Planning Document.
7.	Shall be in liaison with P&SHD/PMU for procurements being conducted.
8.	Any other duties/tasks assigned by Senior Management (MS/AMS HR& Finance / P&SHD/PMU).

3. HR & Legal Officer

Job Summary:

The HR officer is responsible for providing support to HCE in various human resource functions, which include recruitment, staffing, training and capacity building, performance monitoring and employee counselling. The purpose of this position is to manage and resolve the issues/conflicts of HCE employees in addition to daily tasks.

Qualification

- Masters' degree in (HR)/ Public Administration /MBA/Management/Administration/LLB/M.Com or equivalent from HEC recognized University.

Responsibilities Matrix

Sr#	Responsibilities
1.	Lead, manage and develop the HR functions within the Hospital.
2.	Shall be responsible for following: a. Issuance of Transfer/postings orders within hospital b. Taking of joining from new incumbents and charge relieving orders of relinquishing officials c. File maintenance of all employees of hospital d. Record of all enquires of employees of hospital e. Leave record of employees.
3.	Develop and Implement HR strategic & operational plans as determined by the MS.
4.	Review and update HR policies and procedures and oversee implementation and compliance thereof.
5.	Maintains daily attendance, issuance of monthly Duty rosters & special duty rosters of Eid, Muhurram etc. of all clinical & non-clinical staff in hospital and adjustment of officials on duty during leave of concerned employee.
6.	Litigation/ legal issues of hospital (shall ensure all court cases are well attended and all legal matters of hospital are taken care of).
7.	All the legal issues/litigations related to contracts/procurment and outsourced services shall be taken care of.

8.	Ensures planning, monitoring, and appraisal of employee's work results. Supervisors/coach/ discipline employees; scheduling management conferences with employees; hearing and resolving employee's grievances; counselling employees and supervisors.
9.	Ensures legal compliance/monitoring and implementing human resource related laws rules, regulations both federal and provincial; conducting investigations; maintaining records; representing the organization at hearings in different counts of law.
10.	Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.
11.	Completes human resource operational requirements by scheduling and assigning employees; following up on work results.
12.	Any other professional duties/tasks assigned by MS/AMS HR& Finance/P&SHD.

4. IT/STATISTICAL OFFICER

Job Summary

IT/Statistical officer is mainly responsible for the overall IT/statistical related functions of HCE. Generating reports, patient data entry and smooth functioning of PITB, resolving and improving anything related to IT.

Qualification

- Masters' degree in Computer Science/ MSC/ BSCS (Hons)/M.Sc Statistics/ MBA/M.Com/B.Sc Engineering or equivalent from HEC recognized University.

Responsibilities Matrix

Sr#	Responsibilities
1.	IT Operations / Project Manager of DHQ / THQ.
2.	Developing Standard Operating Procedure related to IT, Developing Method for Generation of Unique Medical Record and linking of patient record in different departments of DHQ / THQ.
3.	Gathering legacy manual data of different services (e.g. patients inflow, medicine, pathology, radiology) and provide analysis on improvement of entry, retrieval and linking of data.
4.	Generating reports, Managing patient data entry through data entry operators and smooth functioning of PITB & HISDU deployed Application (Web Based & Mobile Application), implementing IT initiatives / projects, resolving and improving IT operations.
5.	Master Trainer for IT System (Hardware & Software).
6.	Liaison, Focal Person and Project Manager at DHQ / THQ level for following IT interventions (Hardware & Pre-Packaged Software) a. Establishment of Data Centre & Networking b. CCTV c. Public Address System
7.	Liaison, Focal Person and Project Manager at DHQ / THQ level for following Customized Web Based Software Solutions deployed by PITB, HISDU P&SHD for DHQ / THQ a. District Health Information System (DHIS)

	b. QMS and EMR Management System, c. Quality Control System (ISO), d. Citizen Feedback Monitoring Program e. Roster Management System / Biometric Machine f. Prescription Management System g. Medicine Disbursement System / Portal h. HMIS
8.	Training of relevant Staff, Installation & Help for following mobile application at DHQ / THQ a. MSDS Application b. Meeting Scheduler c. MEA's Monitoring App d. Any Other App built to facilitate the monitoring & evaluation purposes
9.	Training of Relevant Hospitals Staff on Basic MS Word, Excel and MS PowerPoint.
10.	Providing support to senior management on preparation of presentation as per requirement.
11.	Development of central resource centre (user manuals, contacts, contracts, records, SLA,s, documents) and make efforts to develop web presence by developing website contents and hosting a website for concerned DHQ/THQ.
12.	Keeping data backups for important documents / files (Soft & Scanned), databases.
13.	Assigning and management data entry operators and defining and monitoring KPI's for data entry operators.
14.	Shall devise and implement systems for better record keeping of hospital.

15.	Make efforts to maintain internet availability at DHQ / THQ at least at one point (Either DSL shared or dedicated) for e-communication at the start and on the entire network i.e. in entire DHQ / THQ after establishment of networks & central data centre.
16.	Developing SRS, FS after developing SOP for EMR to be transformed into software for small and large scale processes by own resources or through third party.
17.	Ensure generation of all types of reports/information required of hospital by District Government/P&SHD/any other authorized Public agency.
18.	Any other professional duties/tasks assigned by AMS Admin/support manager /MS/P&SHD.

[redacted]Data Entry Operators (DEO)

Job Summary

Data entry operators mainly responsible of patients data entry and shall assist IT officer in daily tasks.

Qualification

- Minimum qualification FA/FSc from HEC recognized University.
- Proficient in MS Word/ MS Excel/ MS Power point (additional credit may be given for additional relevant certified computer courses)
- Preferred 1 year relevant experience.

Responsibilities Matrix

Sr#	Responsibilities
1.	Utilizes software to record and store patient / client data or perform data entry on any software as desired by supervisor.
2.	Official letters; type compose, scan letters, documents, maps.
3.	Maintains official files and records.
4.	Assists IT/statistical officer to prepare reports/ presentations according to the requirements and day to day task e.g. data collection, dissemination of process related details to intended audience.
5.	Assists for routine maintenance of computers and related IT equipment.
6.	Reports of any faculty out of order computers/IT equipment.
7.	Any other task/duty assigned by the Supervisor/In-charge.

5. Finance & Budget Officer

Job Summary

Responsible mainly for the financial matters including day to day tasks, budgeting, financial forecasting and ensuring timely availability of funds.

Responsibility Matrix

Sr#	Responsibilities
1.	Handling of all financial matters of DHQ/THQ Hospital should not limit to; • Keep accurate records for all daily transactions. • Prepare balance sheets. • Reconciliation of statements and vouched account. • Process Bills/Invoices. • Record accounts payable and accounts receivable. • Update & Maintain record of financial data • Prepare monthly, quarterly and annual financial reports. • Participate and Coordinate for internal/external financial audits • Implement financial policies.
2.	Ensure verification of all the accounts and financial records.
3.	Prepare budget, forecasts and estimates for annual and quarterly budgetary requirements.
4.	Keep and maintain all the accounts records in soft as well as in hard form.
5.	Responsible to submit the financial report to the AMS HR & finance for compilation and review.
6.	Hand and manage petty cash.
7.	Financial Forecasting in liaison with procurement officer.
8.	Maintenance of accounts and record.
9.	Improvise and develop financial strategies.
10.	Any other professional tasks assigned by AMS HR & Finance/MS/P&SHD

6. Audit Officer

Job Summary

Audit Officer is mainly responsible for the planning, coordination and implementation of internal and external audit.

Qualification

- Masters' degree in Finance / MBA (Finance)/ Chartered Accountant/ ACCA/ M.Com or equivalent from HEC recognized University.

Sr#	Responsibilities
1.	Conduct, coordinate and completion of all types of audit in hospital.
2.	Plan and execute Quarterly & yearly audits.
3.	Pre-audit/Assurances of all Payments.
4.	Perform pre-disbursement audit, cash counts, physical inventories, or other audit procedures as needed to meet the audit objectives.
5.	Efficiently implements audits and analyses audit results and highlight the significant findings in well-written audit reports.
6.	Identify risk while analyzing the information and communicate to the audited/department/finance dept. the nature of risk associate with the transactions.
7.	Conduct meetings in order to discuss the audit observations.
8.	Conduct follow up audits to ensure compliance of audit recommendations.
9.	Collect and analyze data to detect deficient controls in system, duplication, fraud, or non-compliance with laws, regulations, and management policies.
10.	Develop audit recommendations for improving operations and internal control systems.
11.	Liaison with external audit teams.
12.	Preparation of replies of audit paras, working paper for Department Accounts committee, Special Departmental accounts committee & Public Accounts committee meetings.
13.	Development of SOPs for finance in liaison with finance officer, budget, procurement as per Government rules & regulations.
14.	Any other function assigned by AMS HR& Finance /MS/P&SHD.