



GOVERNMENT OF THE PUNJAB
PRIMARY & SECONDARY HEALTHCARE
DEPARTMENT



CAREER OPPORTUNITIES AT PROJECT MANAGEMENT UNIT (PMU), P&SHD

Primary & Secondary Healthcare Department, Government of the Punjab, invites applications from qualified and experienced individuals domiciled in Punjab for various posts on contract basis (**Non-Transferable**) for Project Management Unit of Primary & Secondary Healthcare Department.

1. **Director (Outsourcing)** **Qualification:** CA/MBA/LLB/B.Sc.(Hons)/ Economics/ Statistics /BBA (Hons.)/ B.Sc. Engineering /Masters in Social Sciences or Equivalent **Experience:** 7 years' experience in public sector, specifically under PPRA Rules/ Donor Funded Projects with specific exposure to procurement of consultancy, non-Consultancy services and goods. **No. of Vacancies:** 01 **Age Limit:** 45 Years.
2. **Director (Healthcare Quality Assurance) / Senior Health Specialist** **Qualification:** MBBS / Masters in Public Health or equivalent **Experience:** 7 years' relevant experience, Working Knowledge of International Best Practices in Hospital Management will be preferred **No. of Vacancies:** 01 **Age Limit:** 45 Years.
3. **Director Finance & Administration** **Qualification:** M.Com/CA/ACCA/ACMA/MBA (Finance)/ equivalent or Masters in Sciences/ Social Sciences with experience in public sector Finance **Experience:** 7-year relevant experience. **No. of Vacancies:** 01 **Age Limit:** 45 Years.
4. **Director Operations** **Qualification:** MBBS/B.Sc. Engineering/ BSCS/ MBA/ Masters in Social Sciences /Masters in IT or Equivalent **Experience:** 7 year experience in public sector at senior administrative positions **No. of Vacancies:** 01 **Age Limit:** 45 Years.
5. **Director ICT** **Qualification:** Bachelors or Masters in IT/Computer Sciences / Electronics **Experience:** 7-year relevant experience. **No. of Vacancies:** 01 **Age Limit:** 45 Years.
6. **Procurement Specialist** **Qualification:** B.Sc. Engineering/BSCS/ MBA/Masters in Sciences/ Social Sciences/ IT or Equivalent. **Experience:** 7 years of post-qualification experience in public sector, specifically under PPRA Rules/ Donor Funded Projects with specific exposure to procurement of goods and consultancy services. **No. of Vacancies:** 01 **Age Limit:** 45 Years.
7. **Senior Project Manager (Finance & Accounts)** **Qualification:** CA/ ACMA/ M. Com/ MBA (Finance) or Equivalent. **Experience:** 5 years' experience in public/private organization in financial management/ accounting/auditing. Good knowledge of public sector accounting and auditing practices. **No. of Vacancies:** 01 **Age Limit:** 40 Years.
8. **Project Manager (Human Resource)** **Qualification:** Master's degree in HR/ MBA/HR equivalent or Masters in social sciences or equivalent with experience in public sector HRM. **Experience:** 3 Years' experience in Admin/ HR policies/ HR Management/ Payroll systems/ Recruitment processes. **No. of Vacancies:** 01 **Age Limit:** 40 Years.
9. **Project Manager ICT** **Qualification:** Bachelors or Masters in IT / Computer Sciences / BS Software Engineering. **Experience:** 3-year relevant experience. **No. of Vacancies:** 01 **Age Limit:** 40 Years.
10. **Project Manager (Planning)** **Qualification:** B.Sc. Engineering Masters in Sciences/ Social Science or equivalent. **Experience:** 3-year relevant experience. **No. of Vacancies:** 01 **Age Limit:** 40 Years.
11. **Project Manager (Legal) / Legal Expert** **Qualification:** LLB or Equivalent. **Experience:** 3-year relevant experience **No. of Vacancies:** 01 **Age Limit:** 40 Years.
12. **Project Manager (Automation) / Automation Specialist** **Qualification:** Bachelors/Masters in IT/CS/Electronics Engineering. **Experience:** 3- Year relevant experience. Prior experience as senior/ principal software engineer with specialty area as software analysis, design & development experience of handling a team of software engineers and software development leading implementation n at client side after user acceptance testing (UAT). Experience of end to end software implementation with BPR, SDLC/ transformation, change management, IT infrastructure LAN/WAN, hardware, uat, deployment and support & maintenance of implemented software at client end. Knowledge of it networks will be considered a plus. IT projects management experience will be considered a plus. **No. of Vacancies:** 01 **Age Limit:** 40 Years.
13. **Project Manager (Technical)** **Qualification:** (i) MBBS/ Masters in Public Health Administration / Hospital Management (ii) Post graduate diploma in health care/ Hospital management/ Quality assurance or Equivalent. **Experience:** 3-year experience in Quality Assurance. **No. of Vacancies:** 02 **Age Limit:** 40 Years.
14. **Project Manager (Operations)** **Qualification:** MBBS/B.Sc. Engineering/ BSCS/ MBA/ Masters in Social Sciences /Masters in IT or Equivalent. **Experience:** 3-year relevant experience. **No. of Vacancies:** 05 **Age Limit:** 40 Years.
15. **Project Manager (Architecture / Interior Designing)** **Qualification:** Bachelors in Architecture and Design or Equivalent **Experience:** 3-year relevant experience. **No. of Vacancies:** 01 **Age Limit:** 40 Years.
16. **Project Officer (Human Resource)** **Qualification:** Master's degree in HR/MBA/HR equivalent or Masters in social sciences or equivalent with experience in public sector HRM. **Experience:** 2-year experience in Admin/HR policies/ HR record keeping/ Payroll systems/ Recruitment processes. **No. of Vacancies:** 02 **Age Limit:** 35 Years.

17. Project Officer (Architecture) Qualification: B.Arch. or equivalent Experience: 2-year experience in architecture & design specifically in health sector/hospital. No. of Vacancies: 01 Age Limit: 35 Years.
18. Project Officer (Planning) Qualification: B.Sc. Engineering/ Masters in Sciences/ Social Sciences or Equivalent. Experience: 2 years' experience in public sector Planning/Development. No. of Vacancies: 01 Age Limit: 35 Years.
19. Project Officer (Finance) Qualification: ACMA/ACCA CA-Inter/ M. Com/ MBA (Finance) or Equivalent. Experience: 2-year experience in public/private organization in financial management/forecasting/accounting. Good knowledge of public sector accounting and auditing practices. No. of Vacancies: 01 Age Limit: 35 Years.
20. 3D Expert and Visualizer Qualification: DAE Architect / Civil or Equivalent. Experience: 2-year experience in 2D/3D software including AutoCAD, Google Sketch up, 3DMax and Adobe Photoshop. No. of Vacancies: 01 Age Limit: 35 Years.
21. Project Officer (Operations) Qualification: MBBS/B.Sc. Engineering/BSCS/MBA/ Masters in Social Sciences/ Masters in IT or Equivalent. Experience: 2-year experience in operation and M&E including research and impact evaluation, proficiency in computer tools such as MS Project, SPSS, STATA and Excel. No. of Vacancies: 01 Age Limit: 35 Years.
22. Project Officer (Web Development / Android App Development) / Web Developer / Android App Developer Qualification: Master's degree in CS, IT, ICT, MS Computer Engineering, Software Engineering / BS. Hons. or equivalent. Experience: 2-year experience as web/ android developer. Hands on cross platform android development asp. Net/SQL server, web based applications, php/Mysql, client side scripting latest technologies, mvc, angular JS, HTML. hands on adobe Photoshop/ flash animations, 3d max. No. of Vacancies: 02 Age Limit: 35 Years.
23. Project Officer (Software Engineering) / Senior Software Engineer Qualification: Master's degree in CS, IT, ICT, MS, Computer Engineering, Software Engineering/BS. Hons or equivalent. Experience: 2-year experience as software engineer. Hands on asp. net/SQL server, c#, vb.net, oracle(web/desktop based application), PHP/MYSQL, client side scripting latest technologies, mvc, angular JS, HTML, SDLC, database design and query writing No. of Vacancies: 01 Age Limit: 35 Years.
24. Project Officer (Electrical) Qualification: B.Sc./B.E in Electrical Engineering or Equivalent. Experience: 2-year experience in designing/ execution of electrical works of buildings. No. of Vacancies: 01 Age Limit: 35 Years.
25. Project Officer (Outsourcing) Qualification: CA/MBA/LLB/B.Sc. (Hons)/ Economics/ Statistics /BBA (Hons.) /LLB/ B.Sc. Engineering /Masters in Social Sciences or Equivalent. Experience: 2-year Experience in Procurement rules, Public private partnership, outsourcing services, Transaction Advisory, TPV, Bid preparation/Evaluation and contract management. No. of Vacancies: 04 Age Limit: 35 Years.
26. Project Officer (Communication Strategist) / Communication Strategy Expert Qualification: Bachelors in Media Studies/Journalism/Mass Communication or Equivalent. Experience: 2-year experience in print/electronic communication specifically pertaining to health sector. Demonstrable report writing skills. No. of Vacancies: 01 Age Limit: 35 Years.
27. Data Analyst / Case Study Writer Qualification: MBA/M.Sc./BS/B.Sc. (Hons) in Economics/Statistics/Data Sciences or Equivalent. Experience: 2-Year experience in case study preparation for educational and analytical purpose with strong qualitative and quantitative skills. No. of Vacancies: 01 Age Limit: 35 Years.
28. Research Associate Qualification: 16 years education or MBA/M.Sc/BS (4 Years)/BBA/B.Sc. Engineering or equivalent. Experience: 1-year relevant experience in public sector or multinational of good repute. No. of Vacancies: 01 Age Limit: 35 Years.
29. Deputy (Human Resource) Officer Qualification: Master's degree in HR/Public Administration/MBA/ Management or Equivalent. Experience: Relevant experience of public sector organization. No. of Vacancies: 01 Age Limit: 30 Years.
30. Assistant Admin Officer Qualification: 16 years' education. Experience: Public Sector Experience of Administration & Office Management. No. of Vacancies: 01 Age Limit: 30 Years.
31. Assistant Project Officer (Accounts) /Assistant Qualification: MBA/M. Com Experience: Relevant experience in public sector accounting. No. of Vacancies: 01 Age Limit: 30 Years.
32. Assistant Procurement) Officer Qualification: 16-year Education. Experience: Knowledge of PPRA rules and MS Excel. No. of Vacancies: 01 Age Limit: 30 Years.
33. Computer Operator Qualification: B.Sc / Graduation in Computer Sciences / IT or Intermediate Computer Science or Intermediate with diploma in Computer Science. 30 Words per minute (WPM). No. of Vacancies: 03 Age Limit: 30 Years.

General Terms and Conditions: -

1. The above positions are being offered on Contract basis, extendable (subject to satisfactory performance) under the Contract Appointment Policy 2004 (amended till date) of the Government of the Punjab and extension of PC-I.
2. Age relaxation of candidates shall be applicable as per current policy of the Government of the Punjab.

3. Candidates having domicile of Punjab shall only be eligible to apply.
4. These vacancies are post specific and non-transferable.
5. No TA/DA will be admissible to the candidates for test/interview.
6. Candidates already working in Government/Semi Government/Autonomous Bodies should apply through proper channel.
7. The experience of the candidate will be calculated on the last date of submission of application.
8. Submission of fake documents or concealment of any fact will lead to dis-qualification of the candidate at any stage of recruitment process or during service.
9. Only the degree issued by the university/institute recognized by the HEC or reputed foreign university with HEC equivalence, will be considered.
10. The degree program must be HEC recognized on or before closing date of the advertisement.
11. Only short-listed candidates will be called for interview. The date & time of interview will be communicated through email/call/SMS by the concerned department.
12. Complete original documents along with a set of attested photocopies will be provided by the applicant at the time of interview. Candidates will bring all the degrees attested by HEC at the time of interview, otherwise, he/she would not be allowed to appear in interview.
13. Number of vacancies can be increased/decreased at any time without any notice.
14. The Department reserves the right to reject any or all applications, or cancel the whole recruitment process at any stage without assigning any reasons.
15. Final Terms & Conditions of appointment shall be settled at the actual date of appointment.
16. Decisions of Department on all matters concerning recruitment, including eligibility/ short listing/ selection criteria shall be final.
17. Candidate shall apply online by visiting National Testing Service (NTS) website (www.nts.org.pk)
18. Candidates shall submit duly filled in Application form (online), along with deposit slip of prescribed fee in favor of National Testing Service, Copy of CNIC and two recent passport size photographs along with all relevant documents (educational and experience certificates) are to be sent directly to NTS through courier on the address mentioned on Application Form.
19. Test fee shall be paid through 1 Link 1 Bill Participating Banks/ATM/Internet Banking/Mobile Banking/Easy Paisa/Jazz Cash/TCS Express Counters using 20 Digits Invoice numbers generated in your fee slip. Only 1 bill invoice payment will be accepted.
20. Incomplete applications or applications received after due date or closing of office hours on the last date for submission of application will not be entertained.
21. Application completed in all respect must reach NTS till **04.07.2024**.
22. The date of written test shall be communicated to the eligible/shortlisted candidates only through NTS. Candidates are advised to keep on visiting NTS website for updates.
23. Roll No. Slip shall be uploaded on NTS website before the test.
24. Candidates shall have at least 50% marks in NTS to pass the test. However, shortlisting for interview will be done as per criteria defined by the Department.
25. Advertisement can also be downloaded from the website of Project Management Unit “ <http://www.pmuhealth.gop.pk/> “



FOR FURTHER INFORMATION, PLEASE CONTACT
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DIRECTOR (PLANNING & HR)

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