



OFFICE OF THE HOSPITAL DIRECTOR MEDICAL TEACHING INSTITUTION GKMC / BKMC SWABI



(Khyber Pakhtunkhwa)

Situation Vacant

The Hospital Director MTI GKMC/BKMC required the services of qualified candidates Govern under MTI Act 2015 (As Amended) for the positions mentioned below in Medical Teaching Institution (Bacha Khan Medical Complex/ Gajju Khan Medical College) Swabi.

S. No	Post/Designation Description	Criteria/ Qualification/ Experience
1.	Manager Internal Audit Salary:(Negotiable)	Qualification: CA/ACCA/ICMA Experience: Four years post qualification experience in auditing, internal control, risk profiling and assurance. Due Weightage: Additional Qualification: CIA/FRM Experience: Preference will be given to candidates having experience in health care system.
2.	Manager Quality Assurance Salary: (Negotiable)	Qualification: Master degree (16 years of Education) in Total Quality Management/Public Health Management Experience: 05 year's experience in quality assurance department in tertiary care hospital. Experience in JCIA certified health care organization will be an advantage. Experience in development and implementation of policies, procedures, manuals and internal control. Prior experience in healthcare will be preferred. Quality Assurance certificate from recognized institute will be an added advantage.
3.	Manager Emergency Salary:(Negotiable)	Qualification: MBBS with MBA in health care Management or Hospital administration. Experience: 02 Years' experience as administrator or manager accident and emergency in tertiary care hospital Preference will be given to the candidates with the sound decision-making skills planning and analytical skills and must be acquainted with developing and managing standardized accident and emergency in a health care institution.
4.	Assistant Manager IBP Program and sehat sahulat program Salary: RS: (90,000)	Qualification: Candidate must have master degree in management from recognized university. Experience: 3 years post qualification experience in hospital/ clinical administration with reputed health care institute.

5.	<p>System Administrator</p> <p>Salary: RS: (90,000)</p>	<p>Qualification: MS (Computer Science or Information Technology from HEC recognized university.</p> <p>Experience: 3 years of fulltime relevant practical experience.</p> <p>OR BSC Hons/MSc/BSIT or equivalent relevant qualification from HEC recognized university.</p> <p>Experience: 5 years of fulltime relevant practical experience.</p> <p>Desirable:- Practical experience in computer hardware, software & equipment.</p> <p>Professional level expertise in solutions including windows server management, domain-based network, firewall, network/system administration, system security services, storage, backups, disaster recovery and related skills.</p> <p>Knowledge and experience in windows based environment.</p> <p>Strong collaboration, relationship management, communication, and written skills.</p> <p>Note: International certifications (MCSE/MCSA) in relevant skills and experience in Hospital Management Systems will be advantageous.</p>
6.	<p>Network Administrator</p> <p>Salary: RS: (90,000)</p>	<p>Qualification: MS (Computer Science or Information Technology) or relevant equivalent qualification from HEC Recognized university.</p> <p>Experience: 3 years of fulltime relevant experience.</p> <p>OR BS/BCS Hons or Relevant equivalent Qualification from HEC Recognized university.</p> <p>Experience: 5 years of fulltime relevant experience.</p> <p>Desirable: - Practical experience in deployment and management of wired and wireless networks, management and configuration of networking devices such as managed switches routers & firewalls.</p> <p>Deployment and management of subnets, VLANS and overall management of managed internet/intranet networks.</p> <p>Knowledge and experience in Network Administration.</p> <p>Strong collaboration, relationship management, communication, and written skills.</p> <p>Note: International certifications (CCNA/CCNP etc.) in relevant skills and experience in Hospital Management Systems will be Preferred.</p>
7.	<p>Programmer/ Full stack developer</p> <p>Salary RS: (90,000)</p>	<p>Qualification: MS (Software Engineering, Computer Science or Information Technology) from HEC Recognized university</p> <p>Experience: 3 years of fulltime relevant experience.</p>

		<p>OR BS (Software Engineering, Computer Science or Information Technology) or relevant equivalent qualification from HEC Recognized university.</p> <p>Experience: 5 years of fulltime relevant experience</p> <p>Desirable:</p> <p>Experience and familiarity in different aspects of software development including, User Interface design, Front-end and back-end development, distributed software services, Testing and debugging, and database connectivity and development in SQL Server/ Oracle.</p> <p>Strong Experience in .NET 4.0, ASP.NET, C#, Oracle, SQL</p> <p>Strong knowledge of web technologies including JavaScript, HTML, CSS, and XML.</p> <p>Extensive knowledge of Oracle database stored procedures.</p> <p>Experience in Active Reports 7.0.</p> <p>Knowledge and experience in Oracle forms and Reports.</p> <p>Strong collaboration, relationship management, communication, and written skills.</p> <p>Note: International certifications in relevant skills and experience in Hospital Management Systems will be Preferred.</p>
8.	<p>Finance Officer</p> <p>Salary: RS:(90,000)</p>	<p>Qualification: First division M.Com/MBA in Finance/Accounts or equivalent i.e. ACCA/ICMA or etc.</p> <p>Experience: Four years post qualification experience in financial management and accounting in Public/Private Sector Organization,</p> <p>In case of ACCA/ICMA/CA, the post qualification experience will be two year in Financial Management and Accounts in Public/Private Sector Organization.</p> <p>Preference will be given to those candidates having tertiary care hospital experience.</p>
9.	<p>Help Desk Support Engineer</p> <p>Salary: RS:(60,000)</p>	<p>Qualification: BS/BCS Hons (Computer Science or Information Technology) or relevant equivalent qualification from HEC Recognized university.</p> <p>Experience: 3 years of fulltime relevant experience in computer hardware maintenance and repair skills including maintenance and troubleshooting PCs, installation and configuration of operating system, installation of drivers and application software, repair and maintenance of PCs components and peripheral devices such as printers/scanners etc.</p> <p>Note: International certifications in relevant skills, and experience in Hospital Management Systems will be advantageous.</p>

10.	Registered Nurse Officer Salary: RS:(60,000) Age limit 22-40	Qualification: Post RN-BSc Nursing or BSN (Generic) from recognized Institution and registered with Pakistan Nursing Council. or Diploma in Nursing with Midwifery for females and Diploma in Nursing with one year Post basic specialty for male duly Registered with Pakistan Nursing Council. For BSN (Generic) One-year Internship completed.
11.	Facility supervisor Salary: RS:(60,000)	Qualification: Bachelor degree in business administration/public administration or MBA or MPA. Experience: 2 year experience as facility supervisor in service industry related to facility management Preference will be given with experience in hospitality industry or hospital Ability to supervise areas of food and beverage /laundry. Housekeeping and pest control will be preferable.
12.	Purchase Assistant Salary: RS:(60,000)	Qualification: 16 years of education in Business administration / Commerce (Accounting & Finance) or Supply Chain Management. Experience: Preference shall be given to candidates having prior experience on the same post in Health care institute or Teaching hospital in Purchase / Supply Chain Department. Should have a sound knowledge of KPPRA Rules 2014
13.	CRP Associate (Central Receiving Point) Salary: RS:(30,000 to 40,000)	Qualification: 16 years of education in Business Administration / Commerce or Supply Chain Management. Experience: Preference shall be given to candidates having prior experience on the same post in Material Management Department / Inventory / Supply Chain Department.
14.	Sub Engineer (Civil) Salary: RS:(30,000 to 40,000)	Qualification: Diploma in Associate Engineering (Civil) Experience: Overall 07 years' experience in Civil works 5-year relevant experience in supervision of building work with a reputable construction company or consultant firm. Computer skill: MS Office (Excel, Word, PowerPoint).
15.	Quantity Surveyor/Cad Operator Salary: RS:(30,000 to 40,000)	Qualification: Diploma in Quantity Surveying/diploma in Associate Engineering (Civil). Experience: Overall 07 Year experience in Civil works 05 years relevant experience in Quantity surveyor and CAD operator with a reputable construction company or consultant firm. Computer skill: MS Office (Excel, Word, PowerPoint).
16.	Trainee Pharmacist Salary: RS: (40,000)	Qualification: Fresh graduate, Pharm-D with a minimum CGPA of 3.0/4.0 or 73% marks are eligible to apply Preference: typing speed 20 to 30 wpm, Note: Good Communication skill, flexible to work in every shift.
17.	Incinerator Operator Salary: RS:(30,000 to 40,000)	Intermediate with diploma in relevant field from Technical Board . Preferably, experience candidates in tertiary care hospital.

18.	Incinerator Technician Salary: RS:(30,000 to 40,000)	
19.	Pharmacy Technician Salary: RS: (30,000)	Qualification: Matric Science/02 years Pharmacy Technician diploma from kpk medical faculty, Good communication skill, typing speed 20 to 30 wpm, flexible to work in every shift. Experience: 1-2 years' experience in relevant field.
20.	Account Technician Salary: RS: (30,000)	Qualification: B.Com/CA Inter/ICMA Inter/CAT/D.Com with BA Experience: One Year Practical post qualification experience in Accounts, cash management cycle and Book Keeping in public/private organization. Due Weightage: Additional qualification and experience in tertiary care hospital.
21.	Audiometry Technician Salary: RS:(30,000 to 40,000)	Qualification: BS or diploma in audiology from a recognized college/university. Preferably, experience candidates in tertiary care hospital.
22.	Oxygen Plant Technician Salary: RS:(30,000 to 40,000)	Qualification: Metric (Science) with DAE (Electrical, Mechanical or chemical) from recognized institute. Experience: Candidate must have a minimum of one-year experience of supply system of Medical Gas in a reputable Healthcare Organization/Setup.
23.	LHV Salary: RS: (30,000 to 35,000) Age: 18-35	Qualification: 2 Years diploma in LHV. Registered with Pakistan nursing council (PNC) Islamabad. Experience: Two years as LHV

Terms and Conditions:

- Application form available on www.gkmcs.edu.pk. along with Covering Letter, CV/Resume, attested Educational testimonial, CNIC, Experience Certificate/s should be addressed to Hospital Director. The required documents should reach to the **HUMAN RESOURCES DEPARTMENT BACHA KHAN MEDICAL COMPLEX SHAHMANSOOR Swabi** by **09 May 2022**.
- Application must be in a sealed envelope, with the position applied for clearly written shall be sent through Courier/TCS.
 - By hand application will not be entertained.
 - Incomplete applications or without bank deposit slip will not be entertained.
- Applying for more than one post, the candidate should provide separate documents and deposit slip.
- Job Specification is available on the website **www.gkmcs.edu.pk**.
- Any application/ document received after the closing date/Deadline shall be stand rejected. No

document will be accepted/changed/replaced once received along with the application.

6. The MTI GKMC/BKMC has the right to increase and decrease or cancel any or all of the positions.
7. In-Service Employees shall apply through Proper Channel, wherein upon selection, they will have to resign from the Current Position.
8. Recruitment and selection of appropriate candidates will be done with transparency & merit.
9. In case of selection/ appointment the services of such candidate will be governed by the Khyber Pakhtunkhwa Medical Teaching Institutions Reform Act 2015 (As Amended) and the rules regulations framed by there under.
10. Only shortlisted candidate will be called for Test/Interview.

(After Scrutiny if the number of candidates is more than 5:1 ratio of the required position (if selection committee decided so) a screening test will be conducted and those who qualify will be shortlisted for interview).

(The final score will be decided by selection committee and it will not contribute to final selection process).

11. The candidate shall provide the original documents/credentials at the time of interview.
12. No TA/DA shall be admissible for Test/Interview.
13. Subsequent to the application, no further correspondence will be entertained regarding the selection process. Any unofficial attempt will automatically disqualify the candidates.
14. All documents and experience Certificate will be verified and any subsequent false or misleading document will result in to disqualification from the process.
15. Application processing fee of **Rs. 1000/-** must be deposited in bank account number mentioned below from **Serial no. 1 to Serial no.12** and **Rs. 500/-** from **Serial no.13 to Serial no. 23** as case processing fee. The original deposit Slip must be attached with application form. The applicant may keep photocopy of deposit slip for his/her record.
16. If selected the employee must be willing to relocate to MTI GKMC/BKMC allied Hospitals.

Account Title: MTI-BKMC Swabi Other Sources Receipts

Account No: 3004026771

Bank of Khyber, Swabi (Branch Code#5202)

Branch Name : MTI-BKMC Swabi Branch

Bank Name : BOK

HOSPITAL DIRECTOR

Medical Teaching Institution Bacha Khan Medical Complex/ Gajju Khan Medical College Shahmansoor Swabi.

PH:0938-280214 , WEBSITE: www.gkmcs.edu.pk , EMAIL: gkbmc.hr@gmail.com

SAY NO TO CORRUPTION