



OFFICE OF THE HOSPITAL DIRECTOR

MEDICAL TEACHING INSTITUTION GKM / BKMC SWABI

(Khyber Pakhtunkhwa)



Situation Vacant (Advertisement 6)

The Hospital Director MTI GKM/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.	<p>Manager Internal Audit:</p> <p>(Salary: up to Rs.300,000)</p>	<p>Qualification: Chartered Accountant/ACCA (UK)/Certified Internal Auditor (CIA-US).</p> <p>Experience:</p> <p>a) Four years of post-qualification experience as member. (The training period required by professional experience for award of final degree/certification/ membership not will be recognized as experience).</p> <p>b) Good understanding of risk-based auditing and IPP Framework.</p>
2.	<p>Manager IBP Program</p> <p>Salary: Rs: (150,000)</p>	<p>Qualification: MBBS with Master degree in Hospital Management or Health Care Management or Master degree in management science or equivalent degree (16 years education) from HEC recognized university.</p> <p>Experience: Minimum 05 years administrative experience preferably in a tertiary care hospital/Specialized Healthcare Organization. Candidate with the knowledge of health care and hospital related key performance indicator, ISO certification, joint commission standard and or quality improvement process will be an advantage.</p>
3.	<p>Manager Emergency</p> <p>Salary: Rs: (150,000)</p>	<p>Qualification: MBBS or equivalent qualification recognized by PMC/PMDC with MBA in health care Management or Hospital administration.</p> <p>Experience: 02 Years' experience as administrator or manager accident and emergency in tertiary care hospital.</p>
4.	<p>Manager Quality Assurance</p> <p>Salary: Rs:(150,000)</p>	<p>Qualification:</p> <p>a) Master degree in TQM or MBBS/MSN/BSN or Pharm D degree, from HEC recognized university.</p> <p>b) Certified professional in Health care quality (CPHQ) health care quality management (HCQ) Certified professional in patient safety (CPPS)</p> <p>Experience: The candidate must have 4 years experience in Quality Assurance department in health care institute or education department. Experience in development or implementation of policies and procedures/manuals/internal controls.</p>
5.	<p>Network Administrator</p> <p>Salary: Rs: (90,000)</p>	<p>Qualification: MIT/MCS/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>
6.	Marketing Officer (Salary=90,000)	<p>Qualification: MBA Marketing from HEC recognized university. Experience: 03 years in Marketing in a reputed health care organization or 5 years marketing experience in pharma industry or reputed clinical lab.</p> <p>Preference will be given to those having additional qualification (Master degree in hematology, biochemistry or microbiology) from recognized university.</p>
7.	Purchase Assistant Salary: Rs: (60,000)	<p>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</p>
8.	Respiratory Therapist Salary: Rs: (45000)	<p>Qualification: Bachelor degree in Respiratory therapy from HEC recognized university. OR Bachelor degree in intensive care technology (ICU) plus 1 years post-graduation experience in the relevant field. OR Postgraduate diploma in respiratory therapy from reputed institute. Experience: Preference will be given to candidates having desired qualification plus experience in the relevant field.</p>
9.	Endoscopy Technician Salary: Rs: (40,000)	<p>Qualification: BS Gastroenterology Experience: One year experience in endoscopy suite having ERCP facility.</p>
10.	Cardiology Technician Salary: Rs: (40,000)	<p>Qualification: Matric Science with 2 years' diploma in relevant technology recognized from kpk medical faculty. Experience: 2 year experience in relevant field. Preference will be given to those who have worked in Echocardiography.</p>
11.	Laboratory Technician Salary: Rs: (40,000)	<p>Qualification: Matric Science with 2 years' diploma in relevant technology recognized from kpk medical faculty. Experience: 2 year experience in relevant field.</p>
12.	Quantity Surveyor/Cad Operator Salary: Rs: (30,000 to 40,000)	<p>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).</p>
13.	Incinerator Technician Salary: Rs: (30,000 to 40,000)	<p>Qualification: Intermediate with diploma in relevant field from Technical Board. Experience: Preference will be given to those candidates having experience in tertiary care hospital.</p>
14.	Account Technician Pharmacy Salary: Rs: (30,000)	<p>Qualification: B.Com/CA Inter/ICMA Inter/CAT/D.Com with BA Experience: One Year Practical post qualification experience in Cash handling, bookkeeping and computerize HMIS-Pharmacy, data entries. Due Weightage: Additional qualification and experience in tertiary care hospital.</p>
15.	CCTV Operator Salary: Rs: (30,000)	<p>Qualification: FA/FSc/DAE with 2 years fulltime relevant experience in CCTV operation and technical support. Certification in the relevant field will be preferred.</p>

16.	Pharmacy Sales man Salary: Rs: (25,000)	Qualification: FSc or equivalent from recognized board. Experience: Two years pharmacy sale experience in all health care settings. Have experience of POS software.
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Terms and Conditions:

1. Application form is 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 **23 January 2023**.
2. Application must be in a sealed envelope, with the position applied for clearly written shall be sent through Courier/TCS.
 - a) By hand application will not be entertained.
 - b) Incomplete applications or without bank deposit slip will not be entertained.
3. Job Specification is available on the website **www.gkmcs.edu.pk**.
4. 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.
5. The MTI GKMC/BKMC has the right to increase and decrease or cancel any or all of the positions.
6. In-Service Employees shall apply through Proper Channel, wherein upon selection, they will have to resign from the Current Position.
7. Recruitment and selection of appropriate candidates will be done with transparency & merit.
8. 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.
9. Only shortlisted candidate will be called for Test/Interview.
(After Scrutiny if the number of candidates is more then 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 passing score in screening test will be decided by selection committee and it will not contribute to final selection process).
10. The candidate shall provide the original documents/credentials at the time of interview.
11. No TA/DA shall be admissible for Test/Interview.
12. Subsequent to the application, no further correspondence will be entertained regarding the selection process. Any unofficial attempt will automatically disqualify the candidates.
13. All documents and experience Certificate will be verified and any subsequent false or misleading document will result in to disqualification from the process.
14. The experience certificate submitted with the application will be considered, no additional certificates will be entertained later on.
15. Application processing fee of **Rs. 1000/-** must be deposited in bank account number mentioned below from Serial no. 1 to Serial no.7 and **Rs. 500/-** from Serial no.8 to Serial no.16 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 pay degree verification fees.
17. If selected the employee must be willing to relocate to MTI GKMC/BKMC and 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.

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SAY NO TO CORRUPTION