



SECRETARY BOARD OF GOVERNORS
MEDICAL TEACHING INSTITUTION GKMCS/BKMC SWABI
Khyber Pakhtunkhwa



JOB ADVERTISEMENT

The Gajju Khan Medical College / Bacha Khan Medical Complex & Allied Hospitals / Institution has been declared a Medical Teaching Institution under the MTI Act-2015 (as amended) by the Government of Khyber Pakhtunkhwa. The Board of Governors is committed to developing MTI-Swabi into a state-of-the-art health care establishment / Institution. MTI-Swabi invites job applications for the following positions on a contract basis.

POST

**HOSPITAL
DIRECTOR**

**No of Positions:
One**

REQUISITE QUALIFICATION & EXPERIENCE:

QUALIFICATION:

A qualified person with a Medical background (MBBS/MD, BDS, BSN) and a Master's Degree in Medical / Healthcare Administration /Management, Hospital Management, or MBA in Hospital Management or any equivalent management qualification from a recognized Institution / University is required.

EXPERIENCE:

The candidate must have more than seven (7) years of experience in a hospital setting. Work experience in Tertiary Care and Teaching Hospitals is preferred. A minimum of three years of post-management degree experience is mandatory, including at least two years as Hospital Director, MS, or Commandant level appointments. In the case of experience with an NGO, it must be a reputable health-related NGO, and the appointment should be at the provincial level.

Moreover, the Hospital Director will be selected and appointed by the Board for a term of 5 years, including the probation period and shall be eligible for re-appointment on such terms and conditions as the Board may determine.

Furthermore, the Hospital Director will be responsible for all non-clinical functions of the hospitals, as per MTI-Act 2015 (As amended) and MTI-Regulation (Revised April 2022). Likewise, the Hospital Director is head of the Hospital Executive Committee, Member of the Management Committee and the Principal Accounting Officer of the MTI-Swabi Hospitals. HD will directly Reports to the Board of Governors MTI-Swabi.

MAXIMUM AGE LIMIT: 57 (Fifty-Seven) Years.

SALARY:

Attractive Salary Package will be offered.

NOTE: The applicant can only be selected if they are readily available for the position. Likewise, Civil Servants/ Serving Army officers may apply for the position of HD but must give an undertaking that, in case of selection, they will leave Civil Services.

POST

**NURSING
DIRECTOR**

REQUISITE QUALIFICATION & EXPERIENCE:

QUALIFICATION:

The candidate must hold a BS/BSc in Nursing and be a Registered Nurse with PNC/PN&MC. A Master's degree in Nursing, Hospital/Health Services Management, Public Health (MSc/MS in Medical/Healthcare Administration or equivalent), or an MBA (in HRM/Hospital Management) or any equivalent management qualification from a recognized institution/university is preferred.

**No of Positions:
One**

EXPERIENCE:

A minimum of seven (7) years of combined Administrative and Teaching experience is required. Teaching experience in a recognized Nursing College or Institute will be accepted for up to 3 years of the total seven (7) years requirement. Work experience in Tertiary Care and Teaching Hospitals will be preferred.

The Nursing Director will be selected and appointed by the Board for a term of 5 years, including the probation period and shall be eligible for re-appointment on such terms and conditions as the Board may determine. Moreover, the Nursing Director will be responsible for all Nursing care functions as per the MTI Act-2015 (as amended) and MTI Regulations (revised April 2022).

MAXIMUM AGE LIMIT: 55 (Fifty-five) Years.

SALARY:

Attractive Salary Package will be offered.

NOTE: The applicant can only be selected if they are readily available for the position. Likewise, Civil Servants may apply for the position of ND but must give an undertaking that, in case of selection, they will leave Civil Services.

POST

**ASSOCIATE
HOSPITAL
DIRECTOR**
(MTI-Swabi Allied
THQ HOSPITALs:
Lahor & Topi)

**No of Positions:
Two**

REQUISITE QUALIFICATION & EXPERIENCE:

QUALIFICATION:

The candidate must have a Medical degree (MBBS/MD, BDS, BSN) and Master Degree in Medical / Healthcare Administration / Management or Hospital Management, or MBA in Hospital Management or any equivalent management qualification from a recognized Institution / University is required.

EXPERIENCE:

The candidate must have more than five (5) years' experience in a hospital setting. Work experience in Tertiary Care and Teaching Hospitals will be preferred. Minimum three (3) years post management degree experience is mandatory, out of which two year as Hospital Director/MS/Commanding Officer level appointments is mandatory. In the case of experience with an NGO, it must be a reputable Health related NGO and the appointment should be of director/coordinators level.

The Associate Hospital Director will be selected and appointed by the Board for a term of 5 years, including the probation period.

MAXIMUM AGE LIMIT: 55 (Fifty-five) Years.

SALARY:

Attractive Salary Package will be offered.

NOTE: The applicant can only be selected if they are readily available for position. Likewise, Civil Servants/ Serving Army officers may apply for the position of Associate Hospital Director but must give an undertaking that, in case of selection, they will leave Civil Services.

POST

**MANAGER
INTERNAL
AUDIT**

**No of Positions:
One**

REQUISITE QUALIFICATION & EXPERIENCE:

QUALIFICATION:

Chartered Accountant/ ACCA (UK) / ACMA. Additional Qualification as a Certified Internal Auditor (CIA-US) will be preferred.

EXPERIENCE:

Five years of post-qualification experience in Internal Audit/Accounting, preferably in hospitals or other healthcare systems. A good understanding of Risk-Based Auditing and the IPP Framework is required.

NOTE: The training period required for the award of the final Degree/Certification/Membership will not be recognized as experience.

SALARY:

Attractive Salary Package will be offered.

TERMS AND CONDITIONS:

1. The application form, along with a cover letter, CV/Resume, attested educational testimonials, CNIC, and Experience Certificates, should be addressed to the Board of Governors. The required documents should reach the **HUMAN RESOURCES DEPARTMENT, ADMIN BLOCK, BACHA KHAN MEDICAL COMPLEX, SHAH MANSOOR, SWABI**, by **Monday, 5th August 2024, 4:00 PM**.
2. The application must be in a sealed envelope, clearly mentioning the name of the position applied for at the top right of the envelope, and sent through courier. Hand-delivered applications will not be entertained.
3. Incomplete applications will not be entertained and shall stand rejected.
4. The job application form is available on the website: www.bkmcs.edu.pk.
5. Any application/document received after the closing date/deadline shall stand rejected. No document will be accepted/changed/replaced once received along with the application.
6. The MTI-Swabi has the right to cancel any or all of the positions advertised.
7. In-service employees shall apply through the proper channel, and upon selection, they will have to resign from their current position after selection.
8. Recruitment and selection of appropriate candidates will be done with transparency and merit.
9. In case of selection/appointment, the services of such candidates will be governed by the Khyber Pakhtunkhwa Medical Teaching Institutions Reform Act 2015 (as amended) and regulations framed thereunder.
10. Only shortlisted candidates will be called for the interview.
11. The candidate shall provide the original documents/credentials at the time of the interview.
12. No TA/DA shall be admissible for the interview.
13. Subsequent to the application, no further correspondence will be entertained regarding the selection process.
14. Any candidate may be disqualified and/or excluded from the interview if he/she: (a) is convicted by a court of law, (b) has a previous history of dismissal from any service, (c) knowingly furnishes any false information or suppresses any information which may lead to his/her disqualification, (d) attempts to obtain support for his/her candidature by improper means, (e) submits forged certificates/tampers with the entries in his/her age and documents, (f) misbehaves during the interview.

15. The Board of Governors, MTI-Swabi, reserves the right to select or not select any candidate without giving any reason.
16. The salary of selected candidates will only commence after the verification of educational documents/experience certificates. The verification fee will be paid by the selected candidate.

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MEDICAL TEACHING INSTITUTION
GAJJU KHAN MEDICAL COLLEGE/BACHA KHAN MEDICAL COMPLEX & ALLIED
HOSPITALS/INSTITUTION, SHAHMANSOOR, SWABI, KHYBER PAKHTUNKHWA**

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