

Khyber Pakhtunkhwa Health Care Commission



Unit FF-01, Deans Trade Center,
Islamia Road, Peshawar Cant.



POSITIONS VACANT

Phone: 091-9213245, Fax: 091-9213254
www.hcc.gkp.pk

Applications are invited from qualified and highly motivated candidates (both male and female having Domicile of Khyber Pakhtunkhwa for the following positions on contract basis. Initially for a period of three years. Terms and conditions apply.

S. No	Name of Post	Age(years)	BPS or Equivalent	No. of Posts	Qualifications / Requirement	Experience
1	Director Licensing & Registration	Up to 55	MP-II	01	18 years of Education in Health /Management Sciences, with 10 Years of progressive experience, with 5 Years of Post Degree relevant experience & minimum 5 Years of experience as Director /HOD/Dy. Director Level (BPS 18 and above) OR 16 years of Education in Health /Management Sciences, with 15 Years of progressive experience, with 5 Years of Post Degree relevant experience & minimum 5 Years of experience as Director /HOD/Dy. Director Level (BPS 18 and above).	Hands on experience with Good Management Skills, Team Building, Excellent Communication & Negotiation Skills, Managing Projects, Planning Reports, TORs, Framing, Policy formulation, Risk Mitigation, Health Management Rule/Procedures/Laws Health Care Institution/Licensing Registration Law Policy and Procedures. Good working Knowledge of MS Office is Mandatory.
2	Manager Finance	Up to 45	BFS 18	01	Master Degree in Finance/ MBA Finance /M. Com/ACCA with 7 years of progressive experience including 3 years of post-degree experience in Audit, Accounts & Financial management etc. at Managerial level Public & Private sectors.	Hands on experience in Financial Management, Reporting, Budgeting reconciliation statements, Balance sheets, Third party audit, AG rules and procedures. Annual financial plan, Forecasting, Asset management, depreciation analysis, well versed in Accounting/financial software's.
3	Manager HR	Up to 45	BFS 18	01	Master Degree in Management Sciences, especially in (HR) with 7 years of progressive experience including 3 years of post-degree experience in management etc. at Managerial level in Public & Private sectors	Hands on experience in Human Resource Management which includes recruitment & selection, Training and development, etc. HR related software's. Having good communication/negotiating skills. Good HR Management Skills, Team Building Planning, Reports, TORs Framing, Policy formulation, Risk /Health Management. Formulations of Rules/Procedures /Laws for Health Care Institutions. Hospital Management & Quality of
						Care. Good working knowledge of MS Office is Mandatory.
4	Manager licensing and Registration	Up to 45	18	01	Master Degree in Health /Management Sciences with 7 years of progressive experience, 3 years of post-degree experience at Management Position Public & Private sectors.	Hands on experience with Good Management Skills, Team Building, Excellent Communication and Co-ordination Skills, Planning, Reports, TORs Framing, Policy formulation, Risk /Health Management. Formulations of Rules/Procedures /Laws for Health Care Institutions. Hospital Management & Quality of Care. Good working knowledge of MS Office is Mandatory.
5	Manager Patient Rights	Up to 45	18	01	Law Graduate with minimum of 07 years of progressive experience in human rights, Labor Law, Patient rights, etc. in Public & Private sectors. Valid License from the Bar Council (Lower Court and/or High Court).	Hands on experience in Human rights, patient rights, conflict / complaint management/ redressal etc. Good Working knowledge of MS Office is mandatory.

11	HR Officer	Up to 40	17	01	Master Degree in Human Resource Management with 3 years of experience at least as HR Officer level in Public & Private sector.	3 years of experience at least as HR Officer level in Public & Private sector. Experience in Human Resource Management which includes recruitment & selection, training and development, etc. Having good communication/negotiating skills. Having good knowledge of MS Office and HR related software's.
12	Data Analyst	Up to 40	17	01	Master in Statistics/Computer Science/ Management Sciences, having 3 years of experience as data analyst in public & private sectors.	Minimum 03 years of experience in data collection, analysis, reporting, digitization and using statistical tools in Public/Private Sectors Projects. Good working knowledge of MS-Office, SPSS etc. is mandatory
13	Public Information Officer	Up to 40	17	01	Master in Journalism/ Media/Mass Communication with 3 years of relevant experience as PIO or equal in public & private sector.	03 years of Experience in print and electronic media. Having Command in reporting /branding with excellent communication skills. Good Knowledge of MS Office is mandatory
14	Web/Graphic Designer	Up to 35	16	01	Master Degree in IT/Computer Science with Diploma in designing tools such as adobe Photoshop/MS Visio, etc. will be preferred.	Experience as Web/Graphic Designer position in public & private sectors. Must have experience in web development/designing, in depth knowledge of HTML-5/ CSS3/ PHP/PHP Frame work, jQuery, JavaScript, SQL, Ajax and APIs. Solid understanding of web applications security, Session Management and best development practices.
15	HR Assistant	Up to 35	16	01	Bachelors in Human Resource Management	Nil (Candidate having relevant experience will be preferred).
16	Procurement Assistant	Up to 35	16	01	Bachelor's in Management Sciences Preferably Procurement/ Supply Chain/ Operations.	Nil (Candidate having relevant experience will be preferred).
17	Complaints Assistant	Up to 35	16	01	Bachelor's degree in Health/ Management Sciences	Nil (Candidate having relevant experience will be preferred).
18	Patient Right Assistant	Up to 35	16	01	Law Graduate (LLB) with (Valid License from Bar Council)	Nil (Candidate having relevant experience will be preferred).
19	Clinical Governance & Quality Assurance Assistant	Up to 35	16	01	Bachelor's degree in Management/Health Sciences.	Nil (Candidate having relevant experience will be preferred).
20	Office Assistant	Up to 35	16	01	14 years of education	Nil (Candidate having relevant experience will be preferred).
21	Senior Clerk	Up to 35	14	01	14 years of education with good computer skills	05 years of office work experience in public/ private sector organizations. Drafting, record keeping, filing and office procedure. Document handling etc. Command on Office Automation tools & in page (Urdu). Minimum typing speed of 45 w.p.m. is required.
22	Junior Clerk	Up to 30	11	08	12 years of education with computer literacy	01 year of office work experience in public/ private sectors organizations in Drafting, record keeping, filing and office procedure. Document handling etc. Command on Office

6	Manager Complaints	Up to 45	18	01	Master Degree in Health /Management Sciences with 7 years of progressive experience, 3 years of post-degree experience at Management position in Public & Private sectors.	Hands on experience and Knowledge of Human Rights, Patient care, Health Management/Systems, Conflict /Complaints Management/ redressal etc. Communication and Negotiation Skills are required. Good working Knowledge of MS Office is Mandatory.
7	Manager Clinical Governance & Quality Assurance	Up to 45	18	01	Master Degree in Health /Management Sciences with 7 years of progressive experience, 3 years of post-degree experience at Management position in Public & Private sectors.	Hands on experience in Hospital management, monitoring Quality of care/standards & reporting. Development of SOP's/SOW/standards of KPIs, etc. Knowledge of ICD's, quality assurance, quality management & performance audit will be preferred
8	Legal & Investigation Officer	Up to 40	17	01	Law Graduate with minimum of 3 years of progressive experience in human rights, Patient rights, Labor law etc.in public & private sectors. Valid License from the Bar Council (Lower Court and/or High Court).	03 years progressive experience in corporate legal matters, human rights, Patient rights, Labor law etc. in public/ private sectors and national and international Organization. Good working knowledge of MS Office is mandatory.
9	Network /System Administrator	Up to 40	17	01	Master Degree in IT/Computer Science with 3 years of experience at least at IT Officer level position in public& private sectors.	03 years of experience at least at IT Officer level position in public& private sectors. Hands on experience on Technical positions in establishing LAN/WAN/Wi-Fi, Server Management, Active Directory with Roaming Profile, HW/SW Firewalls, Server/ Client OS, Bandwidth Management, Linux CLI Mode and configuration/backup etc.
10	M&E Officer	Up to 40	17	03	16 years of Education preferably in Management Sciences, Biomedical/Electro medical Engineering etc., B.Sc. Nursing having 3 years of experience in monitoring & evaluation in public/ private, sectors National/International and military organizations	3 years of experience at least at M&E Officer level position in public & private sectors. National /International organization. Field experience in monitoring and evaluation in Public/Private Sectors / Projects. Hands on experience in data collection/processing/ report writing. Understanding of the current M&E trends/systems. Good working knowledge of MS-Office, SPSS etc. is mandatory

					Command on Office Automation tools & in page (Urdu). Minimum typing speed of 45 w.p.m. is required.
23	Driver	Up to 40	06	14	Middle Pass and Holder of Valid Driving License of Car/LTV

Note:

1. KPHCC reserve the authority/rights to increase, decrease or abolish any advertised post and can stop the recruitment and selection process anytime as it may have deemed appropriate.
2. All selected candidates must be willing to serve anywhere within the Province where their services may be needed, as determined by KPHCC.
3. All the appointments will be purely on a contractual basis, which can be extended on the basis of performance/requirements as per the KPHCC Policy.
4. Age relaxation would be admissible as applicable (Government policy).
5. The quota for Minorities, Female, Disabled is reserved as per existing Rules & regulations
6. Valid/Authentic Courses/certificates (relevant discipline) from reputed institute/Organization will have an added value. 7. Preference will be given to local domicile holder @ Serial No. 23

Terms & Conditions

1. The services of the appointees will be governed under the Khyber Pakhtunkhwa Health Care Commission (KPHCC) Act 2015 and rules/ regulations made there under.
2. Persons currently serving with a KP Government Organization/Department should apply through proper channel. (Copy of NOC from the parent Department must be attached along with the application).
3. Only shortlisted candidates will be called for Test/Interview. 4. No TA/DA will be admissible.
5. Incomplete applications/documents will not be entertained after due date and will stand rejected.
6. All Applications (on prescribed form) must be accompanied with CV, documents (Attested copies of CNIC, Domicile, educational/ experience/Courses, Certificates, etc.).
7. The Candidate will be disqualified and/or excluded from interview if he/she was convicted by a court of law or dismissed/terminated from public service, or knowingly furnishes any false information or suppresses any information which may lead to his/her disqualification or attempts to obtain support for his/her candidature by improper means or submits forged certificates or tampers with his/her age and academic certificates/ documents.
8. A bank demand draft of Rs 1000/- (For positions listed at Sr.no 1-7) and Rs 500/- (for positions listed at Sr.no 8-23) in favor of "Khyber Pakhtunkhwa Health Care Commission" must be attached with the Application Form as processing fee (Non-Refundable) for each position.
9. Candidates Applying for more than one Position must use separate envelope for each position clearly mentioning name of post on the Top right corner.
10. Application will be only accepted on KPHCC prescribed Form which can be only downloaded from KPHCC Website: www.hcc.gkp.pk
11. Non-compliance of any of the above stated terms and conditions; the application will stand rejected.
12. Applications must reach to the office of Khyber Pakhtunkhwa Healthcare commission via REGISTERED MAIL/COURIER Services before the closing Date (within 15 days after publication of this advertisement by hand submission of applications will not be entertained). Application received after due date will not be entertained.

"Say no to Corruption"

Chief Executive Officer

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