

National University of Medical Sciences (NUMS) is a Federal Public Sector University, with primary responsibility to promote and achieve excellence in advanced health education, research and service delivery. The Rawalpindi Campus houses the NUMS Institute of Advance Studies & Research (NIASR), which is dedicated to conduct cutting edge research and evidence based teaching in basic, applied and clinical disciplines alongwith Social & Behavioral Sciences. NUMS following a holistic educational philosophy wherein Social Sciences and Humanities are included among core subjects alongwith medical & biological sciences in Undergraduate & Graduate Programs. All these domains will function with their independent faculties, but in relevance to accomplishment of NUMS vision and mission.

Pursuing its mission of understanding and improving life through innovation in healthcare, the university is also establishing a comprehensive, integrated evidence based "NUMS Healthcare Model".

NUMS is seeking applications from Pakistan national of high caliber, self-motivated and reflective professionals having excellent interpersonal communications skills for following NUMS administrative and faculty positions on "Contractual Basis" (renewable):

Sr. #	Name of Post (s)	Qualification & Experience	Max Age on Closing	Sr. #	Name of Post (s)	Qualification & Experience	Max Age on Closing
Project Development of NUMS / NIASR							
1.	Professor / Associate Professor / Assistant Professor (Nutrition)	Qualification: • PhD or equivalent qualification in the relevant field from HEC recognized University / Institution. Experience & Publication: • Must have duly recognized experience & publications as per HEC Faculty Appointment Criteria for Professor / Associate Professor / Assistant Professor. For more details, please visit: www.numspak.edu.pk	55/50/45 Years	10.	Assistant Director (Assessment & Evaluation)	Qualification: • Masters or equivalent degree from HEC recognized University / Institution. Preference will be given to higher qualification. Must be computer savvy. Experience: • Minimum 7 years post qualification experience including 5 years of working experience in handling of Student Assessment & Evaluation / Examination Processes & affairs in a reputed University / Institutions recognized by HEC / PMC (Successor of PMDC). • Should have strong verbal / written communication skills with proficiency in MS Office. For more details, please visit: www.numspak.edu.pk	45 Years
NUMS – Department of Social & Behavioral Sciences (DSBS)							
2.	Assistant Professor / Lecturer (English)	Qualification: • PhD / MPH or equivalent qualification in the relevant field from HEC recognized University / Institution. Post Graduate diploma / certificate in teaching English will be added advantage. Experience & Publication: • Must have experience & publications as per HEC Faculty Appointment Criteria for Assistant Professor / Lecturer. For more details, please visit: www.numspak.edu.pk	45/40 Years	11.	Manager (Procurement)	Qualification: • Masters or equivalent degree from HEC recognized University / Institution. Preference will be given to higher qualification. Must be computer savvy. Experience: • Minimum 5 Years post qualification relevant experience including 3 years of working experience of procurement, inventory management activities and delivery of material & services in reputed public / private sector organization. • Well conversant with PPRA policies / rules & regulations. • Should have strong verbal / written communication skills. For more details, please visit: www.numspak.edu.pk	40 Years
NUMS Department of Public Health							
3.	Senior Lecturer (Public Health)	Qualification: • MPH or equivalent degree with MBBS as first degree as per PMC (Successor of PMDC) Faculty Appointment Criteria for Senior Lecturer of Public Health Faculty. Experience & Publications: • As per PMC (Successor of PMDC) Faculty Appointment Criteria for Public Health Faculty. • Working Experience in relevant field at a reputed medical institution / university will be an added advantage. For more details, please visit: www.numspak.edu.pk	45 Years	12.	Manager (Admission & Registration)	Qualification: • Masters or equivalent degree from HEC recognized University / Institution. Preference will be given to higher qualification. Must be computer savvy. Experience: • Minimum 5 Years post qualification relevant experience including 3 years of working experience in handling of Admission / Registration processes in a reputed University / Institution recognized by HEC. • Preferably conversant with HEC / PMC (Successor of PMDC) policies / rules & regulation. • Should have strong verbal / written communication skills. For more details, please visit: www.numspak.edu.pk	40 Years
Army Medical AM (College), Rawalpindi							
4.	Professor / Associate Professor (Orthodontics)	Qualification: • PhD / FCP / MPH or equivalent Qualification in relevant field as per PMC (Successor of PMDC) Faculty Appointment Criteria for Professor / Associate Professor Orthodontics. Experience & Publications: • Must have duly recognized experience & publications as per PMC (Successor of PMDC) Faculty Appointment Criteria. For more details, please visit: www.numspak.edu.pk	55/50 Years	13.	Office Assistant	Qualification: • BA / FSc or equivalent degree from recognized Institution. Preference will be given to higher qualification. Must be computer savvy. Experience: • Minimum 10 Years post qualification relevant experience including 7 years of working experience of Office Management, Coordination and Document handling in reputed public / private sector organization. • Proficient in Microsoft Word, Excel, Power Point and Internet Browsing. • Experience of working with Senior Officers and handling of telephone calls will be an added advantage. • Should have strong verbal / written communication skills. For more details, please visit: www.numspak.edu.pk	50 Years
5.	Assistant Professor (Prosthodontics)	Qualification: • PhD / FCP / MPH or equivalent Qualification in relevant field as per PMC (Successor of PMDC) Faculty Appointment Criteria for Assistant Professor Prosthodontics. Experience & Publications: • Must have duly recognized experience & publications as per PMC (Successor of PMDC) Faculty Appointment Criteria. For more details, please visit: www.numspak.edu.pk	35 Years	14.	Adm Supervisor	Qualification: • Graduate or equivalent degree from HEC recognized University / Institution. Preference will be given to higher qualification. Must be computer savvy. Experience: • Minimum 10 Years post qualification relevant experience including 7 years of working experience in Administration, Transportation, Store, Office Management in reputed public / private sector organization. • Experience of local purchase and cash handling will be an added advantage. • Should have strong verbal / written communication skills. For more details, please visit: www.numspak.edu.pk	40 Years
6.	Assistant Professor (Behavioral Sciences)	Qualification: • PhD or equivalent Qualification in relevant subject from HEC / PMC (Successor of PMDC) recognized University / Institution. Experience & Publications: • As per HEC / PMC (Successor of PMDC) Faculty Appointment Criteria. • Working Experience in relevant field at a reputed institution / university will be an added advantage. For more details, please visit: www.numspak.edu.pk	45 Years	15.	Driver	Qualification: • Metric with valid LTV / HTV driving license. Preference will be given to higher qualification and staff car course qualified. Experience: • Minimum 10 / years' Experience in reputed Public / Private sector organization. Preference will be given to Ex-staff car driver. For more details, please visit: www.numspak.edu.pk	45 Years
7.	Demonstrator (Oral Medicine)	Qualification: • BDS from PMC (Successor of PMDC) / HEC recognized institution / university as per PMC (Successor of PMDC) Faculty Appointment. Experience & Publications: • Working Experience in relevant field at a reputed medical institution / university will be an added advantage. For more details, please visit: www.numspak.edu.pk	40 Years	GENERAL CONDITIONS			
NUMS – Departments / Directorates							
8.	Deputy Director / Assistant Director (Coordination)	Qualification: • Masters or equivalent degree from HEC recognized University / Institution. Preference will be given to higher qualification. Must be computer savvy. Experience: • Minimum 10 years (Deputy Director) and 7 years (Assistant Director) post qualification relevant experience including 5 to 7 years of working experience of Coordination / Management and Administration in reputed public / private sector organization. • 5 to 7 years of experience of assisting Senior Executives / Officers. • Ability to Coordinate / plan meetings with VIPs / Senior Executives of Public / Private Sector and experience of arranging national & international visits. • Should be hardworking, have strong verbal / written communication skills and pleasing manners. • Retired Armed Forces Personnel (Lt. Col / Maj) with requisite experience are also eligible to apply. For more details, please visit: www.numspak.edu.pk	50 Years	1. Salary package will be determined according to qualification, experience & capability.			
9.	Deputy Director (Procurement)	Qualification: • Masters or equivalent degree from HEC recognized University / Institution. Preference will be given to higher qualification. Must be computer savvy. Experience: • Minimum 10 Years post qualification relevant experience including 7 years of working experience of procurement & inventory management activities from demand forecasting to the delivery of material and services in reputed public / private sector organization. • Well versed with all applicable laws and rules including PPRA and import policy. • Having the ability to define and manage key supplier relationships to deliver breakthrough performance in cost, service & quality. • Can provide specialist advice, guidance & service on leading procurement practices. • Should have strong verbal / written communication skills. For more details, please visit: www.numspak.edu.pk	50 Years	2. Age limit and experience relaxable under special circumstances.			
				3. Interested applicants can apply ONLINE through NUMS' job portal i.e. http://careers.numspak.edu.pk/ . Posts at Serial # 15 can also apply by sending their application forms and CVs on postal address given below. Application form is available at http://careers.numspak.edu.pk/ .			
				4. Application fee for posts at Serial Nos. 1 to 6 & 8 to 10 is Rs. 1000/-, for Serial No. 7, 11 & 12 is Rs. 1000/-, for Serial No. 13 & 14 Rs. 500/- and for Serial No. 15 is no fee. Please deposit said fee at Habib Bank Ltd in NUMS account and upload proof of pay through NUMS job portal. Deposit separate fee for each post. Application without fee will not be entertained.			
				5. Last date for submission of applications is 27 Oct 2020. Incomplete applications shall be rejected.			
				6. The University authorities reserve the right to accept or reject any application without assigning any reason.			
				7. Only shortlisted candidates will be called for test / interview.			
				8. In case of selection, applicants presently working in Government, Semi Government and Autonomous Bodies should either resign or seek NOC from employer before joining.			
				9. For all positions only HEC certified / verified degrees and documents will be acceptable.			
				10. No TA/DA will be paid for test/interview.			
				11. Any clause not included in above mentioned terms & condition shall be dealt in accordance with the provisions on NUMS Statutes.			

For more details please visit: www.numspak.edu.pk

Ad No. 40/7/10/2020

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