



VACANCY ANNOUNCEMENT

Applications are invited for the following vacancies at PIC-MTI, Peshawar as per the following conditions:

ADMINISTRATIVE POSITIONS:

S. No	Nomenclature of Post	Gender	Age (Yrs)	Qualification/Experience
1	Team Lead-HMIS	Male/ Female	Up to 35	Qualification: <ul style="list-style-type: none"> BS in Computer Science /Software Engineering (16 years of qualification) from an HEC recognized university. Experience: <ul style="list-style-type: none"> 3 years of post-qualification experience of software implementation in tertiary care hospital also having sound knowledge of Hospital business process & work flow. Further expertise in software like Oracle Forms & Reports, Oracle APEX, Databases, Cloud technologies. Candidates are further required to have knowledge of middle-ware technologies, machine integrations, DICOM, HL7, and HIPPA compliance.
2	Associate Software Architect	Male/ Female	Up to 35	Qualification: <ul style="list-style-type: none"> Bachelors in Software Engineering/ Computer Science / IT (16 years of qualification) from an HEC recognized University. Experience: <ul style="list-style-type: none"> 2 years of post-qualification experience in software development in reputable public and private sector organizations with hands-on expertise in Cloud Services, Modern Web Frameworks, Enterprise applications, hybrid mobile application development, design patterns, OOP, and Dashboard development. Sound knowledge of SQL (Oracle, MS-SQL, and MySQL), Query optimization, and HL7 standard.
3	Graphic Designer	Male/ Female	Up to 45	Qualification: <ul style="list-style-type: none"> Bachelor's (14 Years of education) from an HEC recognized University. Experience: <ul style="list-style-type: none"> 5 years post-qualification experience in graphic designing having hands-on expertise in software tools like Adobe Suite (Photoshop, Illustrator, In Design), Corel Draw, and In-Page, etc., in a reputable public or private sector organization. Candidate must have expertise in on-screen designing, UI Graphics, and printing on stationeries & other materials. Preferences: <ul style="list-style-type: none"> Preference will be given to candidates having relevant international certifications or a Diploma in IT from KP Technical Board.
4	Legal Officer	Male/ Female	Upto 35	Qualification: <ul style="list-style-type: none"> B.A. LLB / M.A. LLB/LL.B. (Hons) from an HEC recognized university. Experience: <ul style="list-style-type: none"> 02 Years practicing experience in (High Court/District Courts/Lower Courts) in handling legal & secretarial matters. Preference will be given to candidates having hands-on experience in Civil/Service/Contract matters with good communication & Computer Skills. License: <ul style="list-style-type: none"> The candidate must have a valid license from Khyber Pukhtunkhwa Bar Council or equivalent.
5	Associate System Administrator	Male/ Female	Up to 35	Qualification: <ul style="list-style-type: none"> BS in Computer Science / IT /Electrical Engineering (16 Years of Education) from an HEC recognized University. Experience: <ul style="list-style-type: none"> 2 Years of post-qualification hands-on expertise on hardware (Servers, Storages Devices, NAS, desktops, laptops & UPS) in a reputable public or private sector organization. Candidate must have strong knowledge of Operating systems, Hypervisors, Virtualization, Active Directory, DHCP, DNS. Preference: <ul style="list-style-type: none"> Preference will be given to candidates having relevant international certificate like MCSE/CompTIA Server+ / CCNA / ITIL.
6	Secretary to Medical Director, Hospital Director, Dean	Female	Upto 35	Qualification: <ul style="list-style-type: none"> Bachelors Degree from an HEC recognized University. The candidate should be a mature professional with excellent communication skills in written and spoken English. Candidates should have knowledge of recording meeting minutes, record keeping, and file management. Experience: <ul style="list-style-type: none"> 02 years of working experience in a reputed and large organization in a similar capacity. Candidates must be computer literate and should have relevant experience. The candidate should be well versed in MS Office.
7	Assistant Hardware Engineer	Male/ Female	Up to 30	Qualification: <ul style="list-style-type: none"> BS in Computer Science / IT/ Telecommunication (16 Years of Education) from an HEC recognized University. Experience: <ul style="list-style-type: none"> 1 Year of post-qualification in a reputable public or private sector organization with hands-on expertise on hardware (desktops, laptops, printers, scanner, UPS, photocopiers), and software's like Operating systems (Windows, Mac, Linux), applications (MS Office, Antivirus, Data migration

				tools, etc./in a reputable public or private sector organization. Preference: <ul style="list-style-type: none"> Preference will be given to candidates having relevant international certificates like CompTIA A+ or ITIL.
8	Clinical Attendant	Male/ Female	Upto 35	Qualification: <ul style="list-style-type: none"> S.S.C. from a recognized Board. Experience: <ul style="list-style-type: none"> 2 years of experience as a Clinical Attendant from a tertiary care hospital. Candidates must also be computer literate.
9	Translator-Persian	Male/ Female	Upto 40	Qualification and Experience: <ul style="list-style-type: none"> Bachelors Degree from an HEC recognized University with 2 Years of post-qualification experience of working as a translator/ interpreter. The candidate must be well conversant with Persian, Dari, and Pushto languages. Candidate must be Computer Literate with the know-how of MS office. Foreign nationals with valid permanent residency can also apply.
10	Painter	Male	Upto 40	Qualification and Experience: Preferably literate with 05 Years of experience as a painter.

Clinical and Paramedical

S. No	Nomenclature of Post	Gender	Age (Yrs)	Qualification/Experience
11	Medical Officer-Anaesthesia, Nephrology	Male/ Female	Upto 35	Qualification: <ul style="list-style-type: none"> M.B.B.S or equivalent degree from University recognized by P.M.C with valid registration with valid House Job Certificate. Experience: <ul style="list-style-type: none"> 6Months post-house job experience in the respective speciality is required.
12	Cardiac Perfusionist	Male/ Female	Up to 45	Qualification: <ul style="list-style-type: none"> BS Perfusion Sciences from a recognized university OR Bachelor Degree in Cardiology from a recognized university. Experience: <ul style="list-style-type: none"> 2 years relevant post-qualification experience in a reputed Hospital.
13	Clinical Technologist-Emergency	Male/ Female	Upto 45	Qualification: <ul style="list-style-type: none"> BS in Emergency Technology from an HEC recognized University.
14	Clinical Technologist-Dialysis	Male/Female	Upto 45	Qualification: <ul style="list-style-type: none"> BS in Dialysis Technology from HEC recognized university.
15	Clinical Technician-Dialysis	Male/Female	Upto 45	Qualification: <ul style="list-style-type: none"> Diploma in Dialysis Technology or its equivalent from KP Medical Faculty. Experience: <ul style="list-style-type: none"> 1-year experience in Dialysis from a Tertiary Care Hospital.
16	Clinical Technician-Respiratory	Male/Female	Upto 45	Qualification: <ul style="list-style-type: none"> Diploma in Pulmonary Technology or its equivalent from KP Medical Faculty. Experience: <ul style="list-style-type: none"> 1-year experience in Pulmonary Treatments & Procedures from a Tertiary Care Hospital.

TERMS & CONDITIONS: HOW TO APPLY:

(1) Job Application Form is available on the website www.pic.edu.pk application is acceptable only on a prescribed form. Applications accompanied with complete Job Application Form, Covering Letter, Academic Credentials, Qualification, Experience, Domicile certificates / along with 02 photographs and CNIC photocopy duly attested with respective original bank deposit slip/bank draft must be received at below address through registered courier service, in the name of "Hospital Director, Peshawar Institute of Cardiology, PIC-MTI" Account No. 04473-00-4 Bank of Khyber, Phase 3, Chowk Branch (as processing fee, non-refundable) as per the fee schedule given below:

PAYMENT SCHEDULE

Description	Payment
Sr.01-16	Rs.500/-

(2) The service of the candidates will be governed under the Khyber Pakhtunkhwa Medical and Teaching Institution Reforms Act, 2015 including its amendments and Regulations of the institution.

(3) Candidates should be eligible in all respects including qualification (Degree and Diploma), experience (only post qualification experience will be considered which is duly issued by either Administration/ Human Resources or Establishment department of the institution concerned with proper references and date of issuance), age (calculated as on last day of the advertisement) before the closing date of the advertisement. (4) The following applications will be subject to disqualification and will not be entertained: (a) Incomplete applications i.e. Missing Job Application Form, Missing or irregular experience certificates as mentioned in serial 3, Missing Diploma or Degree as per requirement/criteria. (b) Late submission i.e. applications received after the due date. (c) Application received without processing fees shall not be entertained. (d) Candidates will be disqualified if found of any perjury in documentation/credentials at any stage of the process or employment. (e) Emails or by hand submissions will not be entertained. (f) For a qualification to be valid, a degree is a must, the mere submission of a marks sheet/ Transcript/DMC/ course completion certificate will lead to applications deemed incomplete and will, therefore, be rejected. (5) Only shortlisted candidates will be called for interviews. (6) Only a single envelope shall be used per application. Candidates intending to apply for more than one post shall apply separately for each post. Candidates are further required to mention the title of the position on top of the envelope to avoid any confusion in the future. (7) No TA/DA will be admissible for the Test/Interview. (8) In case of appointment, the candidate will become a full-time, institutional employee and will have to resign from his/her existing employment with any other entity national or foreign, including, but not limited to civil services of the Government. (9) The institution reserves the right to decrease/increase the positions or revoke the hiring process at any stage. (10) The last day of applying for the above advertisement is 30.04.2021

PIC-MTI is committed to achieving workforce diversity in terms of gender and culture. We further encourage individuals from minority groups, indigenous groups, and persons with disabilities to apply.

HOSPITAL DIRECTOR

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