



# CAREER OPPORTUNITIES



The Government of Balochistan, Specialized Healthcare & Medical Education Department invites applications for the following positions for newly established autonomous body "Sheikh Mhammad Bin Zayed Al-Nahyan (SMBZAN) Institute of Cardiology, Quetta":

S.No.	Nomenclature of Post	Equivalent to BPS	No. of Posts	Required Qualification & Experience
1.	Director Finance	BS-18	01	a) CA / ACMA / ICMAP Certification or MS Degree in Finance or Accounts or equivalent degree. b) At-least 10 years' post qualification experience in finance or accounts.
2.	Administrative Officer	BS-17	01	a) MBA, (Medical Administration or Hospital Administration), or MPH. b) Two to three years' experience as Administrator in Healthcare Institution shall be preferred.
3.	Manager HR	BS-17	01	a) MBA (HR) or Masters in relevant discipline. b) 03 to 05 years' experience in HR Management.
4.	Manager (Procurement)	BS-17	01	a) Masters or equivalent degree in Business Administration. b) Three to five years' experience in procurements in a public or private organization and familiar with Balochistan Public Procurement (BPPRA) Rules, 2014.
5.	Assistant Engineer (Civil)	DS-17	01	a) BE-BS (Civil Engineering) or equivalent from HEC recognized University. b) 3 years' experience in relevant field.
6.	Pharmacist	BS-17	01	a) D. Pharmacy b) Registration with Pakistan Pharmacy Council c) 1 - 2 years relevant experience.
7.	Manager ICT	BS-17	01	a) Master Degree in Computer Sciences or IT from HEC recognized university. b) At-least three years' experience in a public or private organization.
8.	Data Base Administrator	BS-17	01	a) MCS/BCS (4 years) or equivalent qualification from HEC recognized University, Oracle Certification in DBA. b) Three years' experience handling client-server application back-up, recovery and procedure for application development.
9.	Web Developer / Designer	DS-17	01	a) MCS / BS (4 years) or equivalent qualification from HEC recognized University. b) Preference will be given to candidates with specialization in web technologies and / or degree / diploma in graphic designing.
10.	System and Network Administrator	BS-17	01	a) MCS or BCS (4 years) or equivalent qualification from HEC recognized University, Oracle Certification in DBA. b) At-least three years' experience in designing, implementing and maintaining complex networks.
11.	Sub-Engineer HVAC (Male)	BS-14	01	a) BE / Diploma in Mechanical Engineering from university/institution duly recognized by PEC. b) 02 - 03 years' experience in relevant field.
12.	Electrical Sub-Engineer (Male)	BS-14	01	a) Diploma in Associate Engineering (Electrical/Electronic) from a recognized board. b) 03 years' experience in Electrical / Electronic field.
13.	Office Secretary	HS-14	02	(a) Bachelor Degree (at least 2 <sup>nd</sup> Division) from a recognized University. (b) Shorthand and typing skill with a speed of 100 and 50 words per minute, respectively. (c) Knowledge of Computer MS Office.
14.	Accountant	BS-14	1	(a) B.Com (at least 2 <sup>nd</sup> Division) from a recognized University. (b) 03 years experience of accounting in a public office.
15.	Office Assistant	HS-14	03	(a) Bachelor Degree (at least 2 <sup>nd</sup> Division) from a recognized University. (b) typing skill with a speed of 50 words per minute.
16.	Computer Operator	BS-12	02	(a) BCS (at least 2 <sup>nd</sup> Division) from a recognized Board /University. (b) Typing skill with a speed of 40 words per minute.
17.	Receptionist	BS-12	03	(a) B.Sc/B.A or equivalent from a recognized University. (b) 1 years experience as receptionist.
18.	Record Keeper	BS-12	01	(a) B.Sc/B.A or equivalent from a recognized University. (b) 1 years experience as Record Keeper.
19.	Audio Visual Technician (Male)	BS-11	01	a) FA/Intermediate or equivalent qualification. b) Knowledge of audiovisual and PA system with multimedia equipment and atleast two years' experience in relevant field.
20.	CCTV Technician (Male)	BS-11	01	a) FA/Intermediate or equivalent qualification. b) 03 years' experience in installation, maintenance and repair of CCTV cameras and network.
21.	Electrician	BS-11	01	a) FA/Matric with 01 year's diploma from a recognized board or institution. b) Two years' experience in relevant field.
22.	Store Keeper (Male/Female)	BS-9	02	a) Intermediate (2 <sup>nd</sup> division) from a recognized Education Board. b) At-least two years' experience of warehouse.
23.	Inventory Assistant (Male)	BS-9	01	a) Intermediate (2 <sup>nd</sup> division) from a recognized Education Board. b) At-least two years' experience of inventory management.
24.	AC/HVAC Technician (Male)	BS-9	01	a) FA/Matric or equivalent qualification. b) Diploma in Refrigeration and Airconditioning with 01 - 02 years' experience in relevant field.
25.	Medical Gases Technician (Male)	BS-9	01	a) Intermediate or equivalent qualification. b) 03 years' experience in relevant field.
26.	Photographer (Male)	HS-7	01	a) FA/Intermediate or equivalent qualification. b) 03 years' experience in a relevant field.
27.	Telephone Operator (Male)	BS-7	02	a) FA/Intermediate or equivalent qualification. b) Two years' experience as Telephone Operator / Call Centre Agent.
28.	Clinic Attendant (Male/Female)	BS-7	02	a) FA/Matric or equivalent qualification. b) 01 - 02 years' experience in relevant field.
29.	Oxygen Plant Operator (Male)	HS-7	02	a) Matric or equivalent qualification. b) At-least one years' experience in relevant field.
30.	Incinerator Operator (Male)	BS-7	01	a) Matric or equivalent qualification. b) 1 - 2 years' experience in relevant field.
31.	Dispatch Rider	BS-4	02	a) Matric from a recognized Board. b) Valid driving license to drive motorcycle.
32.	Photostat Machine Operator	BS-4	02	a) Matric from a recognized Board. b) Able to operate photocopier.
33.	Electric Generator Operator	HS-4	02	a) Matric from a recognized Board. b) One years experience as Generator Operator.
34.	Driver	BS-4	10	a) Matric from a recognized Board. b) Possessing valid driving license and having atleast experience of driving vehicle.
35.	Plumber (Male)	BS-4	01	a) Matric/Intermediate. b) 03 years' experience as Plumber in a public/private sector.
36.	Lift Operator (Male)	BS-4	02	a) Matric or equivalent from a recognized education board. b) 02 years experience in relevant field.
37.	Cook (Male)	HS-4	04	a) Literate. b) 2 - 3 years' experience in relevant field.
38.	Tubewell Operator (Male)	BS-2	01	a) Matric or equivalent qualification from a recognized board. b) Two years' experience in relevant field.
39.	Naib Qasid (Male)	BS-2	04	a) Matric / Middle School qualified. b) One years' experience as Naib Qasid in an organization.
40.	Aya (Female)	BS-2	02	a) Matric / Middle School qualified. b) 1 - 2 years' experience in relevant field with good communication skills.
41.	Walters (Male)	BS-2	06	a) Matric from a recognized education board. b) 2 - 3 years' experience in relevant field.
42.	Mali (Male)	BS-2	03	a) Literate. b) Atleast one years experience in relevant field.
43.	Ta'kir	BS-2	01	a) Literate. b) Must be able to perfectly sewing/stitching uniform.

**NOTE:** The applications alongwith attested documents (CNIC, local/domicile certificate, academic qualification and experience certificate) will be received in the office of Section Officer (Dev.), 2nd Floor, Block No.8, Specialized Healthcare & Medical Education Department, Balochistan Civil Secretariat, Quetta till **27th July, 2021** till 04:00 p.m. The shortlisted candidates will be called for interviews on 11th & 12th August, 2021. The candidates possessing local domicile of Balochistan Province are eligible to apply. The age relaxation will be applicable as per Government policy. The quota reserved for females, disable persons and minorities will be observed accordingly. The selected candidates will be offered contract appointment for a period of one year, extendable on performance basis. The selected candidates will be offered attractive and commensurate to the market salaries. The candidates are required to bring original as well as two attested copies of all relevant documents at the time of interviews. The candidates with incomplete documents shall not be entertained. The detail of short-listed candidates will be uploaded on <https://smbzanico.com.pk/> and <https://www.facebook.com/SmbzanQ/>. No TA/DA shall be admissible for the interview. Tel:081-9201178

**Section Officer (Dev.)  
Specialized Healthcare &  
Medical Education Department**