



Career Opportunities

Pakistan Medical Commission invites applications from eligible candidates for appointment on following roles on contract basis purely on merit. The appointment shall be on a 2-year contract basis, extendable depending upon performance. We offer market based competitive salary packages.

Designation	Max. Age	Minimum Qualification	Minimum Experience
Chief Internal Auditor (1)	45	Masters in Finance from HEC recognized University. Applicants with the following additional Qualifications / Certification will be preferred: (a) Member of a recognized body of professional accounts; or (b) Certified Internal Auditor or; (c) Certified Fraud Examiner; or (d) Certified Internal Control Auditor.	12 years of experience as internal auditor out of which minimum 5 years must have served as Chief internal Auditor with well reputed organization(s).
Purchasing Associate (1)	35	Master in Business Management or similar relevant field or equivalent relevant HEC recognized qualification(s).	2 years of overall experience on private or Public Sector with a focus Procurement and Supply Chain Management. PPRA basic knowledge is must. Good Working knowledge on Computer applications (Ms. Word, Excel, PowerPoint, Outlook). Excellent Inter-Personal, Writing, Communication and Management Skills.
Complaint Resolution Associate (3)	30	Bachelor's Degree from HEC recognized institute or equivalent qualification.	1 year of relevant work experience managing and handling complaints, crisis communication and rendering responses as per the organizational processes and policies. Proactive individual with excellent verbal and written communication skills and learned enough to draft analytical reports based on the data generated from the complaint management system.
Records Associate (1)	30	Bachelor's Degree from HEC recognized institute or equivalent qualification.	2 years of relevant work experience in extensively managing and handling records including experience in record indexing, boxing, racking, and record retrieval.
Assistant (2)	28	Bachelors Degree from HEC recognized institute or equivalent qualification.	2 years of experience with reputed organizations, Good Comprehension of English Language. Good know how of Computers / Internet.

How to Apply:

Eligible candidates are invited to apply **Online** by visiting PMC Website Careers Section. Incomplete applications shall be rejected. Applications delivered by hand / mail / courier or via e-mail shall NOT be entertained. Only shortlisted candidates will be contacted, No TA/DA will be paid. PMC reserves the right to cancel / reject any application without giving any reason. Applicants having experience of working in a Regulatory / Public Sector Autonomous organization(s) will be preferred.

Application Deadline: July 22nd, 2022

We are an equal opportunity employer.

PID(I)155/22

HR Department,

Pakistan Medical Commission Mauve Area, G-10/4, Islamabad, Pakistan.

www.pmc.gov.pk