

Career Opportunity



Pakistan Medical Commission invites applications from eligible candidates for appointment on the following post on contract basis purely on merit. We offer market based competitive salary packages.

Designation	Max. Age	Minimum Qualification	Experience
Manager Procurement (1)	45	Master's degree/MBA or equivalent relevant qualification recognized by HEC.	Minimum 10 Years of experience with a focus on Procurement/Supply Chain Management. Must have full understanding of PPRA rules. Hands on experience of preparation, reviewing and issuance of Tender documents, EOIs, and pre-qualification documents, Vendor, Contracts. Developing and implementing procurement SOPs in line with the PPRA rules etc.
Manager Operations (1)	45	Master's degree/MBA or equivalent relevant qualification recognized by HEC.	Minimum 10 Years of experience with a focus on managing departmental operations/project operations. Managing customer service centers / information helpdesk / customer care operations with a customer centric approach with hands on experience of developing SOPs & automating processes for an improved customer experience would be an added advantage. Complaints handling and coordinating with relevant government bodies for swift issues resolution etc.
Assistant Manager Organizational Development (1)	35	Master's degree in HR or equivalent relevant qualification recognized by HEC.	Minimum 5 years of relevant experience with reputed organizations with hands on experience of conducting TNAs, running performance management cycles, developing L&D strategies etc.
Assistant Manager Accounts (Receivables & Payables) (1)	40	Master's degree in accounting and Finance from an HEC recognized institution.	Member of Professional Recognized Accounting Body with 5 years of relevant experience or Final Stage Candidate of Professional Recognized Body with total experience of 10 Years.
Assistant Manager Accounts (Reconciliations & Operations)	40	Master's degree in accounting and Finance from an HEC recognized institution.	Member of Professional Recognized Accounting Body with 5 years of relevant experience or Final Stage Candidate of Professional Recognized Body with total experience of 10 Years.
Software Engineer (1)	35	BS/MS degree in Computer Science, Software Engineering, IT, MIS or similar relevant field.	Minimum 3 years of Web development and mobile App development experience. Developer having grip in these technologies Asp.net, MySQL server database, Html + Bootstrap, MVC 5 framework, Angular/React, JavaScript, jQuery.
Procurement Officer (1)	30	Master's degree in Supply Chain Management or equivalent relevant qualification recognized by HEC.	Minimum 3 years of relevant experience with reputed organizations. Proficient in MS Office with good IT skills and excellent in communication and presentation skills.
Admin Officer (1)	45	Graduation. HEC recognized.	Minimum 10 years of experience of Admin/Operations with a proven track record of supporting the Admin function with a customer centric approach.

To Apply: Please download the application form from PMC official website i.e., www.pmc.gov.pk & send with your latest CV/resume (picture embedded in the CV) & a copy of CNIC to the address given below. Applications without the completed Application Form shall be **rejected**. 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 will be preferred.

Application Deadline: October 26th, 2021

We are an equal opportunity employer.

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

www.pmc.gov.pk

PID (I) NO-2353/21

