

# 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	Min. Educational Qualification(s)	Minimum Experience
<b>Manager Procurement</b> (1)	45	BBA/MBA/Masters Degree or equivalent relevant HEC recognized qualification(s).	<b>8 years of experience</b> 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.
<b>Assist. Manager Operations &amp; Customer Care</b> (1)	35		<b>5 years of experience</b> with a focus on contributing towards managing operations/project operations/ customer care with a customer centric approach, developing & implementing SOPs, complaints resolution. Having prior experience of coordinating with external stakeholder organizations /government bodies, developing communications strategy for employer branding & developing content and marketing collateral for intranet communications for swift issues resolution would be an added advantage.
<b>Assist. Manager Admin</b> (1)	50		<b>5 years of experience</b> in handling Administrative and Operational tasks in reputed organizations. Must have hands on experience of developing Admin related policies / procedures / SOPs for medium to large entities. Having prior experience of coordinating with public sector organizations would be an added advantage.
<b>Inventory Supervisor</b> (1)	35		<b>2 years of experience</b> with reputed Organization(s). Must have hands on experience of maintaining stock registers, keeping a record of deliveries, maintain / forecast stock levels of regular office use items, support in inventory planning etc.
<b>Assist. Manager Training &amp; Org. Development</b> (1)	35	BBA/MBA/Masters Degree with a specialization in HR / Organizational Psychology or equivalent relevant HEC recognized qualification.	<b>5 years of experience</b> with hands on experience of conducting TNAs, developing and implementing performance management system(s), developing L&D strategies, developing training calendars, conducting / arranging trainings for both soft skills & technical skills & other OD initiatives.
<b>HR Associate</b> (2)	30	Bachelors Degree from an HEC recognized institution.	<b>2 years of experience</b> of working with reputed Organization(s) preferably in HR Operations / OD / L&D etc.
<b>Org. Development Associate</b> (2)	30		
<b>Purchasing Associate</b> (1)	35		<b>1 year of experience</b> of working in purchasing / inventory / supply management support function of reputed organization (s).

**Competencies & Skills:** Communication Skills | Time Management | Teamwork | Problem Solving & Analytical Decision-Making Skills | Planning & Goal Setting | Must be Tech-Savvy & proficient in Office 365 / G Suite.

## 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 will be preferred.

**Application Deadline: December 13<sup>th</sup>, 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)3726/21/C**