

GOVERNMENT OF PAKISTAN
MINISTRY OF NATIONAL HEALTH SERVICES, REGULATIONS &
COORDINATION
3rd Floor, Kohsar Block, Pak Secretariat, Islamabad

SITUATION VACANT

Applications are invited to fill the positions of the PSDP funded Project “**Prime Minister’s Program for Prevention and Control of Diabetes Mellitus**” under Ministry of NHSR&C, Islamabad for appointment on contract basis, July 2024 to June 2029, OR till the completion of project, whichever is earlier.

S. No.	Name of Post	PPS	No. of Post	Educational Qualification & Experience	Regional/ Provincial Quota
I.	Project Director	10	01	MBBS/Master’s in Public Health with 10 years post qualification experience in Project management. Experience in health related PSDP projects will be given preference.	Merit
II.	IT/Data Manager	09	01	BS Hons / M.Sc. in (Statistics, Economics)/Bio Statistics/Mathematics and Economics/ Business Management/Data Analytics with 10 years post qualification experience in subject field. Certifications and diplomas related to Data Science and Data Analytics shall be preferred. Experience in health related PSDP projects will be given preference	
III.	Finance Manager	09	01	MBA in Finance with 10 years of post-qualification experience in finances especially financial management of PSDP projects will be given preference	
IV.	Procurement Manager	09	01	MBA in Finance with 10 years of post-qualification experience in procurement management of PSDP projects will be given preference	
V.	Communication Specialist	09	01	Masters in Mass Communication with 10 years of hands-on experience in Project Communication Strategy Development. Experience in health related PSDP projects will be given preference	
VI.	M&E Officer	08	01	Master in Development Studies with 8 years of experience in Monitoring and Evaluation or projects. Preference will be given to those having experience in PSDP projects	
VII.	Data Assistant	07	01	Master in Statistics/MIS with 8 years of post-qualification experience in data analysis and data management. Preference will be given to those having experience in PSDP projects	
VIII.	Training and Treatment Coordinator	07	01	Master in Public Health with 8 years’ experience in event organizing/trainings health related	
IX.	Admin Officer	07	01	MBA with 8 years post-qualification experience in finances with reputable organizations. Experience in health related PSDP projects will be given preference	
X.	Office Assistant	05	01	Bachelors with 3 years of working experience as office assistant preferably in PSDP projects	
XI.	Office Boy	01	01	Matric with 3 years’ experience as office boy	

GENERAL INSTRUCTIONS/INFORMATION:

- Experience gained after the required qualification will be considered/counted.
- Age will be calculated with effect from the last date of submission of applications.
- Candidates already in Govt. Service should send their applications through proper channel.
- Eligibility of candidate will be determined on the basis of academic qualification, experience, age etc.
- Information provided in the application forms will be verified. In case of any false or forged information, M/O NHR&C reserves the right to cancel the candidates at any stage (even after employment, if so revealed later) and to initiate a legal action against the applicant.
- Incomplete applications, advance copy as well as received after due date shall not be entertained.
- Only shortlisted applicants will be called for test/interview.
- No TA/DA will be admissible for the purpose of test/interview.
- Without photograph / complete CV of applicant shall not be entertained.
- The Competent authority reserves the right to cancel/postpone recruitment process at any stage.

How to Apply:

Interested candidates should submit their applications along with CV and attested copy of testimonials to the office of undersigned **within 15 days** from the date of publication of the advertisement. Application form can be downloaded from <https://www.nhsr.gov.pk/Jobs>. Candidates can also apply through National Job Portal-NJP (www.njp.gov.pk)

Dr. Ashfaq Ahmed Khan
Deputy Director (P&D-II)

M/ National Health services regulations & Coordination,
3rd floor, Kohsar Complex, Pak Secretariat, Islamabad. Ph# 051-9245961

Application Form

- 1. Post Applied For: -----
- 2. Name of Candidates: -----
- 3. Father/Husband Name: -----
- 4. Date of Birth (D/M/Y): -----
- 5. Domicile: -----
- 6. CNIC No: -----
- 7. Contact No: -----
- 8. Email: -----
- 9. Address: -----

10. Educational Qualification:

S#	Degree/Examination (Higher Degree at top)	Year of Passing	University / Board	Class / Division

11. Employment Details:

S#	Designation	Company / organization	From	To	Total Exp (year/Month)

(Please attach additional sheet(s) if required)

12. Declaration:

I hereby declare that all the information /statement made by me in the application form is true and complete to the best of my knowledge and I belief, that nothing has been concealed or suppressed. I also understand that in case, any of my statements is found untrue at any stage of recruitment and thereafter, I shall be disqualified for the post applied for and I shall be liable for any penal action.

Signature of
Candidate

Date: -----

GOVERNMENT OF PAKISTAN
Ministry of National Health Services, Regulations & Coordination
(3rd Floor, Kohsar Block, Pak Secretariat)

F. No.

Islamabad, the December, 2024

OFFICE MEMORANDUM

Subject: - **ADVERTISEMENT OF 11 POSITIONS FOR PSDP FUNDED PROJECT
“PRIME MINISTER’S PROGRAM FOR PREVENTION AND
CONTROL OF DIABETES MELLITUS.**

The undersigned is directed to enclose herewith advertisement for recruitment against the 11 positions for PSDP funded Project “**Prime Minister’s Program for Prevention and Control of Diabetes Mellitus**” Funds for publication in the press, in two (02) National News Papers, one English and one Urdu-combined, quarter page size and black and white, at the earliest.

2. Necessary funds are available in the relevant head of account in PSDP funded Project “**Prime Minister’s Program for Prevention and Control of Diabetes Mellitus**. The bills may be sent to Project Director, Prime Minister’s Program for Prevention and Control of Diabetes Mellitus, for payment.

3. This issues with the approval of Secretary, M/o NHR&C, Islamabad.

Encl: As above

(Abdul Kabir Khalil)
Section Officer (Admin-III)
Phone: 051-9245961

The Director (Advertisement),
Press Information Department (PID),
Information & Broadcasting Division,
Islamabad.

Copy to:-

- PS to Secretary, MoNHR&C, Islamabad.
- Deputy Director (IT), M/o NHR&C with the request to upload the advertisement on the website of the Ministry along with application form and Job Descriptions of the post **(copy enclosed).**
- Office File