

Adv: 24-2016

Date: 29-6-2016

**MEDICAL TEACHING INSTITUTION****AYUB TEACHING HOSPITAL ABBOTTABAD****CAREER OPPORTUNITIES**

Applications are invited from eligible candidates on prescribed form for the following posts in Medical Teaching Institution, Ayub Teaching Hospital Abbottabad.

Nomenclature of Post	No of post	Criteria of appointment
<b>Director HR BPS-19 (Contract)</b> Age: Up-to 45 years Domicile: Khyber Pakhtunkhwa	01	<ul style="list-style-type: none"> <li>▪ MBA in HR. Preference will be given with relevant higher qualification and at least 5 to 10 years work experience in management or leadership HR position in a large and complex organization.</li> <li>▪ Profound knowledge of and ability to interpret Labour Law/Govt. Services rules.</li> <li>▪ Excellent time management skills and ability to manage multiple competing priorities.</li> <li>▪ Excellent interpersonal and communication skills.</li> <li>▪ Team player.</li> <li>▪ Good Computer skills (Microsoft Office, email, internet).</li> <li>▪ Good writing and presentation skills.</li> </ul>
<b>Outpatient and Ambulatory Manager BPS-18 (Contract)</b> Age: Up-to 45 years Domicile: Khyber Pakhtunkhwa	01	<ul style="list-style-type: none"> <li>▪ MBA OR MHA (Master in Healthcare Administration) OR MBBS with MPH/ MSc Medical Administration from HEC recognized university and Minimum 05-years administrative experience in a health care Institution.</li> <li>▪ Preference will be given to candidates with sound decision-making, budget management, analytical and planning skills and thorough knowledge of routine operations within a professional services environment and a candidate with knowledge of Healthcare and hospital related key performance indicators will be preferred.</li> <li>▪ Candidates with knowledge of ISO certification, joint Commission Standard and quality improvement processes will be preferred.</li> </ul>
<b>Accident &amp; Emergency Manager BPS-18 (Contract)</b> Age: Up-to 45 years Domicile: Khyber Pakhtunkhwa	01	<ul style="list-style-type: none"> <li>▪ MBA OR MHA (Master in Healthcare Administration) OR MBBS with MPH/ MSc Medical Administration from HEC recognized university and Minimum 05-years administrative experience in a health care Institution.</li> <li>▪ Preference will be given to candidates with sound decision-making, budget management, analytical and planning skills and thorough knowledge of routine operations within a professional services environment and a candidate with knowledge of Healthcare and hospital related key performance indicators will be preferred.</li> <li>▪ Candidates with knowledge of ISO certification, joint Commission Standard and quality improvement processes will be preferred.</li> </ul>
<b>Facility Manager BPS-18 (Contract)</b> Age: Up-to 45 years Domicile: Khyber Pakhtunkhwa	01	<ul style="list-style-type: none"> <li>• BS or Master degree in Management or Environmental Sciences OR MBA/Master in supply chain Management from a recognized university, with at least 05-years of experience in a managerial/ administrative role in service industry related to facilities management.               <ul style="list-style-type: none"> <li>• Preference will be given to the candidate with experience in hospital facilities management.</li> <li>• Additional requirements are an ability to do strategic planning for the areas of Food and beverages, Laundry, House keeping, best control, horticulture, waste management and housing.</li> </ul> </li> </ul>
<b>Dy: Director IT-18 (Contract)</b> Age: Up-to 45 years Domicile: Khyber Pakhtunkhwa	01	<ul style="list-style-type: none"> <li>• MCS/MIT/BS(CS)/BS(SE)/BS(CE)/BS(IT) or equivalent qualification in Computer Sciences from HEC recognized university along with Oracle Certification in DBA.</li> <li>• Ten years experience as LAN/Web/Data Processing Officer/Deputy Database Administrator and Assistant Director Programmer from reputed organization.</li> </ul>

**TERMS & CONDITIONS:-**

1. Number of posts can be increased/ decreased.
2. Experience where prescribed shall be counted after obtaining the required qualification.
3. No TA/DA shall be allowed for attending the test /interview.
4. Only short listed candidates will be called for interview.
5. The undersigned has reserved the right to cancel all or any post without assigning any reason.
6. The last date for receipt of application is 16 July, 2016 .
7. The candidate who would like to apply more than one positions, are required to apply separately for each position.

**HOW TO APPLY:-**

1. Candidates are required to send their applications on prescribed form available on official website of this institution [www.ath.gov.pk](http://www.ath.gov.pk) along-with Demand Draft of Rs 400/- attested copies of academic certificates/ degrees , photograph and copy of CNIC to the Hospital Director ATH. Govt. servant/autonomous body's employees may apply through proper channel .
2. Age limit will be strictly observed, (Relaxation as per Govt. policy is already granted).



**(Brig. (R) Dr. Muhammad Ajmal Khan)**  
HOSPITAL DIRECTOR,  
AYUB MEDICAL TEACHING INSTITUTION,  
ABBOTTABAD