

**MEDICAL TEACHING INSTITUTION, NOWSHERA
(QAZI HUSSAIN AHMAD MEDICAL COMPLEX/NOWSHERA MEDICAL COLLEGE)
KHYBER PAKHTUNKHWA, PAKISTAN.**

POSITION/VACANCY ANNOUNCEMENT

Medical Teaching Institution, Nowshera (MTI, NSR), with its constituent units, Qazi Hussain Ahmed Medical Complex and the Nowshera Medical College, is an autonomous body run by a Board of Governors (BOG) as prescribed by the Medical Teaching Institutions Reform Act of 2015 and as amended in 2026 by Government of Khyber Pakhtunkhwa.

Applications are invited for the following posts/vacancies at Medical Teaching Institution, Nowshera. MTI Nowshera is an equal opportunity employer with no gender or racial bias. Eligible candidates for each post from all over Pakistan are invited to apply for the below-mentioned positions, subject to the terms and conditions mentioned each post:

S. NO	Name of Post	Tenure and salary	Qualification/ Experience	Responsibilities
1.	Director Human Resource	3 -years tenure, extendable as per MTI Act. Market based, competitive salary.	<p><u>Qualifications:</u></p> <p>Masters in Business Administration, Public Administration/Human Resource Management.</p> <p>Preferred additional weightage MS/MBA with specialization in human resource management and recognized certifications in human resource management</p> <p><u>Experience:</u></p> <p>At least 8 years' experience in Human Resource Management preferably in Hospital/Health care (500 beds) in public/private sector.</p> <p>Minimum 5 years' experience in senior Management role (Director/Head/Manager etc.)</p>	<p>Main Responsibilities:</p> <p>Manage the selection, recruitment, promotion and capacity building of employees of MTI</p> <p>Maintain the personal record of each employee of MTI</p> <p>Ensure welfare of the staff by addressing their personal grievances</p> <p>Deal labor and union matters</p> <p>Monitor the court cases pertaining to MTI employees</p> <p>Manage attendance of employees.</p>

2.	Chief Internal Auditor	3 -years tenure, extend able as per MTI Act. Market based, competitive salary.	<p><u>Qualifications:</u></p> <p>CA/ACCA/ICMA/CIMA/MBA Finance Preferred/Additional Weightage Certified Internal Auditor (CIA) from institute of internal auditors (IIA-USA).</p> <p><u>Experience:</u></p> <p>07 years relevant experience with 03 years' experience In internal Audit for CA/ACCA/ICMA/CIMA OR 10 years' experience with 04-year experience in internal auditor for MBA Finance preferably Hospital/Health care Public Sector</p> <p>Senior Leadership Experience minimum 04 years in Senior Management Role (Director/Head/Manager).</p>	<p><u>Main Responsibilities</u></p> <p>Conduct regular internal audit of the MTI accounts and business processes and submit reports to the BOG</p> <p>Coordinate with external auditors</p>
3.	Manager Supply Chain	3 -years tenure, extend able as per MTI Act. Market based, competitive salary.	<p><u>Qualifications</u></p> <p>Master's degree in Supply Chain Management, Business Administration, Public Administration.</p> <p>Preferred/Additional weightage to MS /MBA with specialization in Supply Chain Management, international certification in supply chain management/Procurement/ Logistics</p> <p><u>Experience:</u></p> <p>Minimum 05 years of experience in supply chain, procurement & materials management. The applicant must have a sound knowledge of KPPRA and PPRA rules.</p> <p>Candidates having procurement experience in health sector will be given preference</p>	<p><u>Main Responsibilities:</u></p> <p>Ensure a smooth supply of medicines, equipment, tools and plants, furniture, electronic equipment, etc. to the MTI.</p> <p>Maintain a proper store of all items being used in the hospital.</p> <p>Ensure optimized procurement, inventory, and logistics for timely availability of items to the MTI.</p>
4.		3 -years tenure,	<p><u>Qualifications:</u></p> <p>M.Phil. /MS or equivalent degree in Computer Sciences/Software</p>	<p><u>Main Responsibilities:</u></p> <p>Oversee MTI's technology infrastructure</p>

	Manager Information Technology	<p>extendable as per MTI Act.</p> <p>Market based, competitive salary.</p>	<p>Engineering/Artificial Intelligence/Information Technology.</p> <p>Preference will be given to candidates having International Data Base Course Certification.</p> <p>Experience: 05 years' experience as a Network Administrator / Programmer / IT Manager In-depth knowledge of network topologies, protocols, tools and techniques, security features of different networking / security /products.</p> <p>Hand on experience regarding design/implementation of Network security policies. Experience of Windows</p> <p>Platform/configuration management, troubleshooting of network devices (routers, switches, firewalls, IDS, IPS, load balancers, MCSE etc.</p>	<p>Manage IT staff and systems and ensure operational efficiency</p> <p>Keep pace with the technological changes in the market specially related to changes in the IT equipment</p> <p>Trouble shooting of network issues.</p> <p>Ensure safety and security of the network system and equipment.</p>
5.	Manager Facilities	<p>3 - years tenure, extendable contract as per MTI Act</p>	<p>Qualification: Master's degree or 16-year bachelor's in management or environmental sciences or equivalent degree in engineering from recognized university.</p> <p>Experience: 6 years of post-qualification experience in a managerial / administrative role in the service industries related to facility management.</p> <p>Preference will be given to candidate with experience in Hospitality Industry or Hospitals.</p> <p>Additional requirements are an ability to do strategic planning for the areas of food and beverages, laundry, housekeeping, pest</p>	<p>Main Responsibilities: Manage the general upkeep of the MTI buildings, lawns, grounds, cleanliness, etc. Manage catering and food affairs at the cafeteria and the student hostels Liaise with HD for general upkeep of the hospital and the medical college.</p>

			control, horticulture, waste management and housing.	
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TERMS & CONDITIONS:

1. Application Forms are available on NMC/ QHAMC website i.e.; <https://nmcn.edu.pk> and www.ghamc.gov.pk will be submitted to the HR Department MTI- NMC/QHAMC, Nowshera along-with Bank Draft/Payment Order of Rs.2000/- in favor of Hospital Director-MTI-Nowshera Account Title: Qazi Hussain Ahmed Medical Complex MTI Nowshera Branch, Branch Code 5212, A/C Number# . 3004264567.
2. Applications accompanied with complete bio-data and academic/ experience/ domicile certificates along with 02 recent photographs and CNIC photocopy duly attested must be submitted within (15 days) of the publication of this advertisement on the prescribed application form.
3. The applications duly completed with supported attested documents should reach personally or through registered couriers service on or before due date of closing. In case if the documents reach after due date by the courier even if the Bank draft/ payment is done within due date will not be entertained.
4. Only shortlisted candidates will be called for interview. Short listing will be done by their pre-interview marks.
5. The services of the incumbent will be governed, under the Khyber Pakhtunkhwa Medical & Teaching Institutions Reform Act 2015, relevant rules and regulations amended from time to time.
6. Competitive market based salaries shall be offered to the selected candidates of the respective positions.
7. Application for the post by civil servant must be accompanied by NOC from the parent department failing which the candidate will be considered ineligible.
8. A civil servant, if selected has to submit evidence of accepted resignation from civil service within 90 days after arrival. Failure to comply will lead to termination from service ab-initio without any notice.
9. If the closing date fixed for the receipt of application form falls on an official holiday, the next working day shall be considered as the closing date.
10. An application submitted after the closing time/date shall stand rejected.
11. Experience marks will be given to only those candidates who have experience in relevant subject/field related to Finance or Accounts.
12. Original documents should be produced at the time of interview.
13. The competent authority has the power to cancel the post as per requirement of MTI-Nowshera.
14. No TA/DA is admissible for appearing in the Test/Interview.
15. A candidate may be disqualified or debarred from interview if he/she has been:
 - i. Convicted by the court of law.
 - ii. Dismissed from public service.
 - iii. Knowingly furnishes any false information.
 - iv. Suppresses any information which may lead to his/ her disqualification.
 - v. Attempts to obtain support for his/ her (candidature by improper means).
 - vi. Submits forged certificates.
 - vii. Tempers with the entries in his/her age and academic certificates.

viii. Misbehaves in the interview.

HOSPITAL DIRECTOR

*QAZI HUSSAIN AHMAD MEDICAL COMPLEX MTI NOWSHERA
ADDRESS: KABUL RIVER MARDAN ROAD NOWSHERA KALAN TEHSIL &
DISTRICT NOWSHERA, KHYBER PAKHTUNKHWA PAKISTAN*