



**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 Ahmad 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.	Dean/ CEO	5 -years tenure, extendable as per MTI Act. Market based, competitive salary.	<u>Qualifications:</u> Recognized medical degree such as, MBBS plus higher qualifications like FCPS, FRCP, FRCS, US Board certification or other equivalent qualification in clinical subjects / PhD in Basic Science subjects. <u>Experience:</u> The Dean should possess a record of excellence in medical care and teaching at the professor level. He should have national and international level standing and reputation in his/her field with at least (07) seven years administrative experience as a Head of Department, unit, program or institution with recognized leadership qualities with a track record in teaching, and a commitment to medical education and research. Additional qualification in medical education will be an added advantage	<u>Main Responsibilities:</u> To act as the Chief Executive Officer of the MTI and be responsible for its efficient management. To be governed under Khyber Pakhtunkhwa Medical Teaching Institution Act, 2015 (as amended till date) & MTI regulations. Any other task assigned by the Board of Governors.

2.	Hospital Director (HD)	<p>5 -years tenure, extendable as per MTI Act.</p> <p>Market based, competitive salary.</p>	<p><u>Qualifications</u> Master’s Degree in Hospital Management / Health Services Management / Business Management / Public Health / Public Administration or other relevant management qualification.</p> <p>Persons with medical degree are also eligible if he/she has an additional management degree and required professional experience as mentioned above & shall have no right to do private practice.</p> <p><u>Experience:</u> At least 7 years’ experience of working in senior management position or administrative experience in any major hospital, organization, or health institution.</p>	<p><u>Main Responsibilities</u></p> <p>The Hospital Director shall be responsible for the overall management of the hospital complex.</p> <p>To be governed under Khyber Pakhtunkhwa Medical Teaching Institution Act, 2015 (as amended till date) & MTI regulations.</p> <p>Work in unison with the MD to provide better medical care to the people.</p>
3.	Medical Director (MD)	<p>5 -years tenure, extendable as per MTI Act.</p> <p>Market based, competitive salary.</p>	<p><u>Qualifications</u> The candidate must have a medical degree MBBS or equivalent qualification plus a higher qualification such as FCPS, FRCP, FRCS or a US board certification or equivalent qualification in any clinical medical science recognized by PM&DC.</p> <p><u>Experience:</u> The candidate should have a record of excellence in clinical care and have at least (03) three years’ management or administrative experience as head of unit in leading a major hospital clinical unit in any clinical and other major discipline/units including sub-specialties.</p> <p>Proven qualities of leadership and professional expertise in clinical governance and clinical audit.</p>	<p><u>Main Responsibilities:</u></p> <p>To be governed under Khyber Pakhtunkhwa Medical Teaching Institution Act, 2015 (as amended till date) & MTI regulations.</p> <p>Ensuring clinical excellence in all aspects of hospital functioning on the medical side.</p> <p>Assessing and auditing existing clinical programs and developing new clinical programs.</p> <p>Work in unison with the HD to provide better medical care to the people.</p>

4.	Nursing Director (ND)	5 -years tenure, extendable as per MTI Act. Market based, competitive salary.	<p>Qualifications: An advance degree in Nursing (BSCN) preferably MSc in Nursing & current Nursing Council Registration.</p> <p>MPH or any relevant additional degree in Management will be an advantage.</p> <p>Experience: The candidate will have a record of at least seven years administrative and teaching experience in a reputable health care facility.</p>	<p>Main Responsibilities: To be governed under Khyber Pakhtunkhwa Medical Teaching Institution Act, 2015 (as amended till date) & MTI regulations</p>
5.	Director Finance (DF)	3 - years tenure, extendable contract as per MTI Act Market based competitive salary.	<p>Qualification Experience Chartered Accountant with 5 years post-qualification experience in finance/accounts in a major private or public company/institution OR</p> <p>ICMAP Certification or master's degree in finance/Accounts with 8 years post-qualification experience in finance/accounts in a major private or public company/institution.</p>	<p>Main Responsibilities: To be governed under Khyber Pakhtunkhwa Medical Teaching Institution Act, 2015 (as amended till date) & MTI regulations.</p>
6.	Secretary (Board of Governors)	3 Years tenure, extendable for another tenure as per Act. Market based competitive salary.	<p>Qualifications: MBA/MPA/BBA (Hons) or 16 years of education from an HEC recognized institution.</p> <p>Experience: Three years' experience as Secretary/Secretariat Practitioner/Secretarial and Office Management role in any reputed organization with excellent drafting and communication/interpersonal skills.</p> <p>Preference will be given to candidate having experience as Secretary with Board of Directors and/or Governors or in any company registered with Government's</p>	<p>Main Responsibilities: Coordinate and liaise with relevant stakeholders on behalf of the Board of Governors. Perform all secretarial and office functions of the Board including, but not limited to, support in organizing/scheduling Board Meetings, recording minutes of the meetings, drafting and obtaining approvals from the agenda of the minutes, collecting and distributing working papers/Presentations, carrying out communication</p>

			Regulatory Authority or Autonomous Body. Should be experienced in the use of MS Word, Excel, PowerPoint, etc.	with Chairman and members of the BOG, scheduling of appointments and any other task delegated by the Chairman/Members Board of Governors
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TERMS & CONDITIONS:

1. Application Forms are available on NMC/ QHAMC website i.e.; <https://nmcn.edu.pk> and www.qhamc.gov.pk will be submitted to the Secretary BoG MTI Nowshera through 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, Bok Bank, Branch Code 5212, A/C Number# . 3004264567.
2. All those applicants who have already applied for any of the above positions vide advertisement No-INF(P)2734-25 dated 27th June 2025 and recent advertisement for Secretary BoG post only, need not to re-apply.
3. 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.
4. The applications duly completed with supported attested documents should reach personally or through registered couriers service on or before the 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.
5. Only shortlisted candidates will be called for an interview. Short listing will be done by their pre-interview marks.
6. 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.
7. Competitive market based salaries shall be offered to the selected candidates of the respective positions.
8. Application for the post by a civil servant must be accompanied by NOC from the parent department failing which the candidate will be considered ineligible.
9. 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.
10. 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.
11. An application submitted after the closing time/date shall stand rejected.
12. Experience marks will be given to only those candidates who have experience in relevant subject/field.
13. Original documents should be produced at the time of interview.
14. The competent authority has the power to cancel the post as per requirement of MTI- Nowshera.
15. No TA/DA is admissible for appearing in the Test/Interview.

16. 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.
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**CHAIRMAN BOARD OF GOVERNORS
MTI NOWSHERA**

Kabul River, Mardan Road, Nowshera Kalan, Tehsil & District Nowshera
Khyber Pakhtunkhwa Pakistan; 0923-920511