



OFFICE OF THE HOSPITAL DIRECTOR
MEDICAL TEACHING INSTITUTION GKM / BKMC SWABI
(Khyber Pakhtunkhwa)



Situation Vacant		
The Hospital Director MTI GKM/BKMC required the services of qualified candidates Govern under MTI Act 2015 (As Amended) for the positions mentioned below in Medical Teaching Institution (Bacha Khan Medical Complex/ Gajju Khan Medical College) Swabi.		
S. No	Post/Designation Description	Criteria/ Qualification/ Experience
1.	Radiology Consultant (Salary=250,000)	Qualification: MBBS or equivalent qualification recognized by PMC/PMDC with DMRD or FCPS (Radiology). Preference will be given to FCPS.
2.	Anesthesia Consultant (Salary=250,000)	Qualification: MBBS or equivalent qualification recognized by PMC/PMDC with MCPS, DA , FCPS(Anesthesia). Preference will be given to FCPS.
3.	Sonologist (Salary=200,000)	Qualification: MBBS or equivalent qualification recognized by PMC/PMDC with Completed structured training like DMRD, FCPS (Course Completed Certificate).
4.	Manager Quality Assurance (Salary=150,000)	Qualification: Master degree (16 years of Education) in Total Quality Management/Public Health Management. Experience: 03 year's experience in quality assurance department in tertiary care hospital. Experience in JCIA certified health care organization will be an advantage. Experience in development and implementation of policies, procedures, manuals and internal control. Quality Assurance certificate from recognized institute will be an added advantage.
5.	Manager Emergency (Salary=150,000)	Qualification: MBBS or equivalent qualification recognized by PMC/PMDC with MBA in health care Management or Hospital administration. Experience: 02 Years' experience as administrator or manager accident and emergency in tertiary care hospital. Preference will be given to the candidates having certificate BLS/ACLS/ATLS.
6.	Medico Legal Officer (Salary=130,000)	Qualification: MBBS or equivalent qualification recognized by PMC/PMDC. Preference will be given to those having DMJ or experience in a forensic department.
7.	Medical Officer (Salary=120,000)	Qualification: MBBS or equivalent qualification recognized by PMC/PMDC.
8.	Marketing Officer (Salary=90,000)	Qualification: MBA Marketing from HEC recognized university. Experience: 03 years in Marketing in a reputed health care organization. Preference will be given to those having additional qualification (Master degree in hematology, biochemistry or microbiology) from recognized university.
9.	Facility Supervisor (Salary=60,000)	Qualification: BS or MBA from HEC recognized university. Experience: Two years' experience in secondary/tertiary health care facility or hotel management in reputed organization.

10.	Legal Officer (Salary=90,000)	<p><u>Qualification:</u> LLB) from recognized university with Bar council license.</p> <p><u>Experience:</u> 04 years of relevant experience in public / private sector organizations. Expertise in application of government rules & regulations and policy formulation.</p> <p>The incumbent shall be responsible for looking after various legal matters of institution and its cases along with assistance for contract writing, legal drafting, service matter and representation of MTI in various court of law and coordination with lawyers for legal matters and consultation. Excellent communication, writing and negotiations skills. Must be aware of legislation & legal affairs of Institution/Organization.</p>
11.	Trainee Registrar (Salary=130,000) <ul style="list-style-type: none"> • Paeds ER • Filter clinic • New ER 	<p><u>Qualification:</u> MBBS or equivalent qualification recognized by PMC/PMDC with course complete certificate in FCPS.</p>
12.	HR Assistant (Salary=60,000)	<p><u>Qualification:</u> MBA in HR from HEC recognized University.</p> <p>Candidate must be computer literate with sound knowledge of Office 365.</p> <p><u>Preference:</u> Preference will be given to those candidates having HR experience/HMIS or candidates have tertiary care hospital experience.</p> <p>Having Good Communication Skills. Age-45</p>
13.	CSSD Supervisor (Salary=45,000)	<p><u>Qualification:</u> CSSD Diploma from recognized board.</p> <p><u>Experience:</u> 3 years' experience in relevant field.</p> <p>Preference will be given to those having experience in reputed tertiary care health facility.</p>
14.	Graphic Designer (Salary=40,000)	<p><u>Qualification:</u> Bachelor Degree from HEC Recognized University, with Diploma in Graphic Designing/Fine arts.</p> <p><u>Experience:</u> At least 02 Years of fulltime experience in the relevant Field. Expertise in graphic designing, image editing, and video editing can work on software such as, Adobe After effects, Coral Draw, Adobe Photoshop, and Adobe Premier and other industry standard software.</p>
15.	Data Entry Operator (Salary=30,000)	<p><u>Qualification:</u> BCS/BIT/B.Sc computer science or equivalent qualification from HEC recognized University or BA/BSc from an HEC recognized university with a one-year DIT diploma from a recognized board.</p> <p><u>Experience:</u> At least 1 year of full-time experience in computer operations/IT.</p>
16.	CCTV Operator (Salary=30,000)	<p><u>Qualification:</u> DAE (Diploma of Associate Engineer Computer Hardware Technology/Telecommunication) from Khyber Pakhtunkhwa board of technical education.</p> <p><u>Experience:</u> 02 years of experience as CCTV operator is required. Age-30</p>

Terms and Conditions:

- Application form is available on www.gkmcs.edu.pk. along with Covering Letter, CV/Resume attested Educational testimonial, CNIC, Experience Certificate/s should be addressed to Hospital Director. The required documents should reach to the **HUMAN RESOURCES DEPARTMENT BACHA KHAN MEDICAL COMPLEX SHAHMANSOOR Swabi** by **16 September 2022**.
- Application must be in a sealed envelope, with the position applied for clearly written shall be sent through Courier/TCS.
 - By hand application will not be entertained.
 - Incomplete applications or without bank deposit slip will not be entertained.
- Applying for more than one post, the candidate should provide separate documents and deposit slip.

4. Job Specification is available on the website www.gkmcs.edu.pk.
5. Any application/ document received after the closing date/Deadline shall be stand rejected. No document will be accepted/changed/replaced once received along with the application.
6. The MTI GKMC/BKMC has the right to increase and decrease or cancel any or all of the positions.
7. In-Service Employees shall apply through Proper Channel, wherein upon selection, they will have to resign from the Current Position.
8. Recruitment and selection of appropriate candidates will be done with transparency & merit.
9. In case of selection/ appointment the services of such candidate will be governed by the Khyber Pakhtunkhwa Medical Teaching Institutions Reform Act 2015 (As Amended) and the rules regulations framed by there under.
10. Only shortlisted candidate will be called for Test/Interview.
(After Scrutiny if the number of candidates is more then 5:1 ratio of the required position (if selection committee decided so) a screening test will be conducted and those who qualify will be shortlisted for interview).
(The final passing score in screening test will be decided by selection committee and it will not contribute to final selection process).
11. The candidate shall provide the original documents/credentials at the time of interview.
12. Selected clinical faculty must do mandatory IBPs as per MTI-Act, 2015 (As Amended)
13. No TA/DA shall be admissible for Test/Interview.
14. Subsequent to the application, no further correspondence will be entertained regarding the selection process. Any unofficial attempt will automatically disqualify the candidates.
15. All documents and experience Certificate will be verified and any subsequent false or misleading document will result in to disqualification from the process.
16. The experience certificate submitted with the application will be considered, no additional certificates will be entertained later on.
17. Application processing fee of **Rs. 1000/-** must be deposited in bank account number mentioned below from **Serial no. 01 to Serial no.14** and **Rs. 500/-** from **Serial no.15 to Serial no.16** as case processing fee. The original deposit Slip must be attached with application form. The applicant may keep photocopy of deposit slip for his/her record.
18. If selected the employee must pay degree verification fees.
19. If selected the employee must be willing to relocate to MTI GKMC/BKMC allied Hospitals.

Account Title: MTI-BKMC Swabi Other Sources Receipts
Account No: 3004026771
Bank of Khyber, Swabi (Branch Code#5202)
Branch Name : MTI-BKMC Swabi Branch
Bank Name : BOK

HOSPITAL DIRECTOR
Medical Teaching Institution Bacha Khan Medical Complex/ Gajju Khan Medical College Shahmansoor Swabi.
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