

Khyber Pakhtunkhwa Health Care Commission

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Applications are invited from the candidates having domicile of Khyber Pakhtunkhwa /FATA for vacant posts mentioned below in the office of Khyber Pakhtunkhwa Health Care Commission

S.No	Designations	Qualification and Experience criteria	No of posts	Age	Perks and privileges
1	Chief Executive Officer:	<p>Education & Experience:</p> <p>18 years of education, preferably higher degree in Management Sciences / Public Health management / related disciplines and more than 15 years of progressive/ commanding experience on top management positions in public/ private sectors and national/ international NGO's.</p> <p>OR</p> <p>Retired armed forces personnel not bellow rank of major or equal in PAF/PN with PSC or senior / junior command courses and other added courses (for army medical corps instead of PSC master degree in medical administration etc.), having more than 15 years' experience on various management positions such as director/ CEO/ COO in hospital management/ private sector/ and national/ international organizations (serving officers cannot apply).</p> <p>OR</p> <p>Retired civil servants with master's degree in management allied sciences or advance course in public administration (NIPA) or national management course or senior management course and experience of more than 15 years working on top management positions (serving officers cannot apply).</p> <p>SKILLS REQUIRED: Strong leadership capabilities with excellent communication, negotiation skills and analytical abilities. Must poses excellent command of written and verbal English along with demonstrated ability of strategic planning, change management and organizational/institutional development.</p>	1	50-65 years	<p>Salary: Attractive market base/ MPI scale salary (Negotiable based on previous experience, additional qualification and management courses).</p>

2	Director Business Support / Operations:	<p>Education & Experience:</p> <p>(a) 18 years of education, preferably higher degree in Management Sciences / related disciplines and more than 10 years of progressive experience on management positions in public/ private sectors. OR</p> <p>(b) Retired armed forces personnel not bellow rank of major or equal in PAF/PN with PSC or senior / junior command courses and other added courses (for army medical corps instead of PSC master degree in medical administration etc.) having more than 15 years' experience on various management positions such as director etc. in hospital management/ private sector/ and national/ international organizations. OR</p> <p>(c) Retired or serving civil servants with master's degree in management allied sciences or advance course in public administration (NIPA) or national management course or senior management course and experience of more than 15 years working on middle to top management positions</p> <p>SKILLS REQUIRED. Hands on Experience in managing projects preferably in Government Sector, planning, reporting, procurement, supply chain, capacity building, financial budgeting & forecasting, TOR/SOP/SOW framing, logistics/fleet management, Policy formulation, over sight, Designing Projects, Training/Development, Strong IT & analytical skills, conflict management, system analysis & design, annual activity plan, etc.</p>	1	35-55 years	Salary: Attractive market based/ MPII scale salary (Negotiable based on previous experience, additional qualification and management courses).
3	Director Licensing/ Registration / Services:	<p>Education & Experience:</p> <p>(a) 18 years of education, preferably higher degree in Management Sciences /Public Health Management/ Health management etc. and more than 10 years of progressive experience on management positions in public/ private sectors & National / International NGO's. OR</p> <p>(b) Retired armed forces personnel not bellow rank of major or equal in PAF/PN with PSC or senior / junior command courses and other added courses (for army medical corps instead of PSC master degree in medical</p>	1	35-55 years	Salary: Attractive market base/ MPII scale salary (Negotiable based on previous experience, additional qualification and management courses).

		<p>administration etc.),having more than 15 years' experience on various management positions such as director etc. in hospital management/ private sector/ and national/ international organizations (serving officers cannot apply). OR</p> <p>(c) Retired / serving civil servants with master's degree in management & allied sciences or advance course in public administration (NIPA) or national management course or senior management course with experience of more than 15 years working on middle to top management positions.</p> <p>SKILLS REQUIRED. Hands on Experience & know how in management, team building , with very good communication and negotiation skills. Managing projects, planning, reporting, TOR framing, Policy formulation, risk mitigation, Health management rules /procedures/laws, Health care institutions policy & procedures, Licensing / registration laws & procedures etc.</p>			
4	<u>Director Complaints/ Patient Rights / Legal:</u>	<p>Education & Experience:</p> <p>(a) 18 years of education, preferably higher degree in Management Sciences /Public Health Management/ Health management etc. and more than 10 years of progressive experience on top management positions in public/ private sectors & National / International NGO's. OR</p> <p>(b) Retired armed forces personnel not bellow rank of major or equal in PAF/PN with PSC or senior / junior command courses and other added courses (for army medical corps instead of PSC master degree in medical administration etc.). Having more than 15 years' experience on various management positions such as director in hospital management/ private sector/ and national/ international organizations. OR</p> <p>(c) Retired /serving civil servants with master's degree in management allied sciences or advance course in public administration (NIPA) or national management course or senior management course and experience of more than 15 years working on middle to top management positions (serving officers cannot apply).</p>	1	35-55 years	Salary: Attractive market base/ MPIL scale salary (Negotiable based on previous experience, additional qualification and management courses).

		SKILLS REQUIRED. Hands on Experience & know how in management, conflict resolution with strong communication and negotiation skills along with working knowledge of human rights/related issues, planning, reporting, TOR framing, Policy formulation, Monitoring, risk mitigation, Health management rules /procedures/laws, Health care institutions policy & procedures, Licensing / registration laws & procedures, Legal matters, grievance redressal, Gender biasness, Crisis / Conflict management, Team building.			
5	Director Clinical Governance/ QA / M&E:	<p>Education & Experience: MBBS/MD with MPH/MS in Health management or relevant allied disciplines and more than 10 years of progressive experience on top management positions in public/ private sectors & National / International NGO's.</p> <p>SKILLS REQUIRED : Hands on Experience & know how in health management, hospital administration, experience in Government institutions preferably Health planning, reporting, SOP/SOW framing, Policy formulation, over sight, development of KPIs, knowledge of national/International quality Standards , designing projects/planning & monitoring, risk mitigation & quality assurance of desired mile stones based on software applications. IT & analytical skills are required.</p>	1	35-55 years	Salary: Attractive market base/MPII scale salary (Negotiable based on previous experience, additional qualification and management courses).
6	Additional Director HR/Admin/Operations:	<p>Education & Experience: (a) 18 years of education, preferably higher degree in Management Sciences and more than 8 years of progressive experience on various management positions in public/ private sectors.</p> <p>SKILLS REQUIRED: Hands on Experience in HR management, managing projects preferably in Government Sector, planning, reporting, recruiting & selection, procurement, supply chain, capacity building, financial budgeting & forecasting, TOR/SOP/SOW framing, logistics/fleet management, Policy formulation, over sight, Designing Projects, Training/Development, Strong IT & analytical skills, conflict management, system analysis & design, development of annual activity plan, etc. Good communication and negotiation skills will be an asset.</p>	1	30-45 years	Salary: Attractive market base/MPIII scale salary (Negotiable based on previous experience, additional qualification and management courses).

7	Additional Director Information Technology (IT):	<p>Education & Experience: 18 years of education, preferably degrees in MBIT/MBA (IT) and more than 8 years of progressive experience on various management positions in public/ private sectors.</p> <p>Skills Required. Hands on Experience in IT management, projects management, preferably in Government Sector, planning, reporting, procurement, capacity building, budgeting & forecasting,, over sight, Designing Projects, Training/Development, Strong IT & analytical skills, conflict management, system analysis & design, IT Audit & Monitoring, experience in developing annual activity plans, etc. Good communication and negotiation skills will be an asset.</p>	1	30-45 years	Salary: Attractive market base/MPIII scale salary (Negotiable based on previous experience, additional qualification and management courses).
8	Additional Director M&E / Standards:	<p>Education & Experience: 18 years of education, preferably degrees in management sciences and more than 8 years of progressive experience on various management positions in public/ private sectors/National/International organizations. OR MBBS with 18 years of education, preferable master's degree in Epidemiology or Project management with 8 years of experience.</p> <p>SKILLS REQUIRED. Hands on Experience & know how in Managing projects in Government institutions preferably Health, planning, reporting, SOP/SOW framing, Policy formulation, over sight, Standards development, designing projects/planning & monitoring , risk mitigation & quality assurance of desired mile stones based on software applications, Strong IT & analytical skills, knowledge of developing ADP schemes, development activity plan, etc. along with good communication and negotiation skills will be an asset.</p>	1	30-45 years	Salary: Attractive market base/MPIII scale salary (Negotiable based on previous experience, additional qualification and management courses).
9	Additional Director Clinical Governance / QA:	<p>Education & Experience: 18 years of education, preferably degrees in MBBS with MPH or Hospital Management and 8 years of progressive experience on various management positions in public/ private sectors and Health care institutions. OR Bachelor's Degree in Nursing with MPH or Master's in Health Planning / Administration or equal with minimum 8 years' experience.</p>	1	30-45 years	Salary: Attractive market base/MPIII scale salary (Negotiable based on previous experience, additional qualification and management courses).

		<p>SKILLS REQUIRED Hands on Experience in health management, hospital administration, health projects in Government/private institutions preferably Health , planning, reporting, SOP/SOW framing, KPIs and Standards development, designing projects/planning & monitoring , risk mitigation & quality assurance of desired mile stones based on software applications, Strong IT, analytical and communication skills will be added value. Knowhow of clinical and performance audit will be an asset.</p>			
10	Chief Finance Officer :	<p>Education & Experience: 18 years of education, preferably MBA (Finance) / M.Com or MS in Finance with 8 years of progressive experience in Audit, Accounts & Finance management etc.</p> <p>SKILLS REQUIRED. Hands on Experience & know how in Financial accounting, cost accounting, reporting , budgeting, reconciliation statements, balance sheets, third party audit , AG rules & procedures, Annual Financial plan, forecasting, asset management, depreciation analysis, well versed in Peach tree / accounting software's, IT tool & techniques in Accounting & finance etc.</p>	1	30-50 years	Salary: Attractive market base/MPIII scale salary (Negotiable based on previous experience, additional qualification and management courses).
11	Manager Finance:	<p>Education & Experience: 18 years of education, preferably MBA (Finance) / M.Com or MS in Finance with 3 years' experience or 16 years of education in the fields of finance, accounting, funds management etc. with minimum 5 years' experience or ACCA with 3 Years' experience or CA (foundation) having completed the article ship.</p> <p>SKILLS REQUIRED. Hands on Experience & know how in Financial accounting, cost accounting, reporting , budgeting, reconciliation statements, balance sheets, third party audit , AG rules & procedures, Annual Financial plan, forecasting, asset</p>	1	30-45 years	Salary: Attractive market based (Negotiable based on previous experience, additional qualification and management courses).

		management, depreciation analysis, well versed in Peach tree / accounting software's, IT tool & techniques in Accounting & finance etc.			
12	<u>Manager Legal:</u>	<p><u>Education & Experience:</u> LLB with 5 years of progressive experience in Corporate Legal matters, Human Rights acts or LLM with 3 years' experience in similar fields.</p> <p><u>SKILLS REQUIRED.</u> Hands on Experience & know how in Corporate Legal matters, corporate legislations , company formation , Human right laws , contract agreement formulation/vetting/proof reading, practical experience in defense in court of law etc.</p>	1	30-45 years	<u>Salary:</u> Attractive market based (Negotiable based on previous experience, additional qualification and management courses).
	<u>Internal Auditor</u>	<p><u>Education & Experience:</u> ACCA with 5 Years' experience of Auditing/internal auditing. Or CA (foundation) with 5 years of article ship in a reputed firm.</p> <p><u>SKILLS REQUIRED.</u> Hands on Experience & know how in Financial accounting, cost accounting, reporting , budgeting, reconciliation statements, balance sheets, third party audit , AG rules & procedures, Annual Financial plan, forecasting, asset management, depreciation analysis, well versed in Peach tree / accounting software's, IT tool & techniques in Accounting & finance etc.</p>	1	30-45 years	<u>Salary:</u> Attractive market based (Negotiable based on previous experience, additional qualification and management courses).
13	<u>Manager Complaints:</u>	<p><u>Education & Experience:</u> 18 years of education, preferably MBBS/BSc Nursing with MPH or equivalent degree with minimum 3 years of progressive experience in health sector including national/internal/NGOs, etc.</p> <p><u>SKILLS REQUIRED.</u> Hands on Experience & know how in Human rights, patient care, conflict / complaints management, complain redressal, etc. Good communication and negotiation skills are required.</p>	1	30-45 years	<u>Salary:</u> Attractive market based (Negotiable based on previous experience, additional qualification and management courses).
14	<u>Manager Patient Rights:</u>	<u>Education & Experience:</u>	1	30-45 years	<u>Salary:</u> Attractive market based/ (Negotiable based on previous experience,

		<p>18 years of education, preferably MBBS/BSc Nursing with MPH or equivalent degree with minimum 3 years of progressive experience in health care institution including national/international organization/NGOs etc.</p> <p>SKILLS REQUIRED. Hands on Experience & know how in Human rights, patient care, conflict / complaint management, complain redressal etc.</p>			additional qualification and management courses).
15	Manager Clinical Governance / QA:	<p>Education & Experience:</p> <p>18 years of education, preferably MBBS with MPH or Hospital Management or equivalent degree with minimum 3 years of progressive experience on various management positions in public/ private health sectors including national/international NGO/organization.</p> <p>SKILLS REQUIRED. Hands on Experience & know how in health sector management, ward administration, Health planning, reporting, SOP/SOW framing, monitoring, Standards and KPIs development, etc. knowledge of quality assurance, quality management and performance audit will be preferred.</p>	1	30-45 years	Salary: Attractive market based/ (Negotiable based on previous experience, additional qualification and management courses).
16	Manager M&E / Standards:	<p>Education & Experience:</p> <p>18 years of education, preferably degree in management sciences with minimum 3 years of progressive experience on various management positions in public/ private sectors.</p> <p>OR</p> <p>MBBS with degree in Epidemiology / MPH/Project management or equivalent degree with minimum 3 years of experience in management specially M&E.</p> <p>Skills Required. Hands on Experience & know how in management, project management in Government institutions preferably NGO's/international organization, planning, reporting, SOP/SOW framing, Policy formulation, designing projects/planning, M&E framework, risk/Target mitigation. Quality assurance of desired mile stones based on software applications, Strong IT & analytical skills are desirable.</p>	1	30-45 years	Salary: Attractive market based (Negotiable based on previous experience, additional qualification and management courses).

17	Manager Licensing / Registration:	<p>Education & Experience: 18 years of education, preferably degree in management sciences and minimum 3 years of progressive experience on various management positions in public/ private sectors.</p> <p>SKILLS REQUIRED. Hands on Experience & know how in management, team building, with very good communication and negotiation skills. Managing projects, planning, reporting, TOR framing, Policy formulation, risk mitigation, Health management rules /procedures/laws, Health care institutions policy & procedures, Licensing / registration laws & procedures etc.</p>	1	30-45 years	Salary: Attractive market based (Negotiable based on previous experience, additional qualification and management courses).
18	Manager Investigation / Accreditation:	<p>Education & Experience: 18 years of education, preferably degree in management sciences and minimum 3 years of progressive experience on various management especially similar positions in public/ private sectors.</p> <p>SKILLS REQUIRED. Hands on Experience & know how in management, team building , with very good communication and negotiation skills, planning, reporting, TOR framing, Policy formulation, risk mitigation, Health management rules /procedures/laws, Health care institutions policy & procedures, Licensing / registration laws & procedures etc.</p>	1	30-45 years	Salary: Attractive market based/ (Negotiable based on previous experience, additional qualification and management courses).
19	Manager Services / Anti Quackery:	<p>Education & Experience: 18 Years of Education with Masters in Management/Social/Allied Sciences with minimum 3 years of relevant experience in health sector.</p> <p>SKILLS REQUIRED. Hands on experience in Anti Quackery laws & procedures, Public rights, legal matters and knowledge of health sector including Allopathy, Hikmat and Homeo etc.</p>	2	30-45 years	Salary: Attractive market based (Negotiable based on previous experience, additional qualification and management courses).
20	Manager Information Technology (IT):	<p>Education & Experience: 18 years of education, preferably degree in MCS/MIT/MBIT or equivalent degree with minimum 3 years progressive experience on various IT Technical positions in public/ private sectors.</p>	1	30-45 years	Salary: Attractive market based (Negotiable based on previous experience, additional qualification and management courses).

		<p>Or 16 Years education in IT/computer science with minimum 5 years progressive experience on various IT Technical positions in public/ private sectors.</p> <p>SKILLS REQUIRED: Hands on Experience in IT management, IT Projects preferably in Government/ Private IT Sector, planning, reporting, IT procurement, capacity building, TOR/SOP/SOW framing, and IT logistics management. Strong analytical skills, conflict management, system analysis & design, IT Audit & Monitoring, Team building etc. Must be well versed in IT matters & technologies.</p>			
21	Network / System Administrator:	<p>Education & Experience:</p> <p>16 Years of Education with Masters in MIT / MCS/ or BS (Hon) IT with Degree in Management & minimum 3 years of experience. He/She will be responsible for Network, IT equipment, system issues, troubleshooting etc. of HCC.</p> <p>SKILLS REQUIRED. Hands on experience in Server Management, Active Directory, Roaming Profile, HW/SW Firewalls, Server / Client OS, Bandwidth management, Linux CLI mode, configurations & backup etc.</p>	1	30-40 years	Salary: Attractive market based (Negotiable based on previous experience, additional qualification and management courses).
22	Database Administrator:	<p>Education & Experience:</p> <p>16 Years of Education with Masters in MIT / MCS / MSc or BSc (Hons) in Computer Science/relevant field with minimum 3 years of relevant experience. He/She will be responsible for Databases, IT equipment, system issues, troubleshooting etc. of HCC.</p> <p>SKILLS REQUIRED. Hands on experience in Server Management, Active Directory, Roaming Profile, Bandwidth management, Linux CLI mode, configurations & backup, database development in oracle , mysql or PHP etc. Must be Oracle / PHP / MySql certified.</p>	1	30-40 years	Salary: Attractive market based (Negotiable based on previous experience, additional qualification and management courses).
23	GIS Specialist:	<p>Education & Experience:</p>	1	30-40 years	Salary: Attractive market based (Negotiable based on previous experience,

		<p>16 Years of Education with Masters in MIT or MCS with minimum 3 years of experience with Diploma in GIS as mandatory. He/She will be responsible for GIS activities, Network, IT equipment, system issues, troubleshooting etc. of HCC.</p> <p>SKILLS REQUIRED. Hands on experience in Server Management, HW/SW Firewalls, Server / Client OS, Bandwidth management, Linux CLI mode, configurations & backup, Geo Referencing, Digitization, Map construction , GIS Based survey, Linear referencing, Location base services etc.</p>			additional qualification and management courses).
24	Graphic Designer / Website Administrator:	<p>Education & Experience: 16 Years of Education with Masters in MIT/ MCS or BSc (Hons) in computer science/IT with minimum 3 years of experience. Advance diploma in designing tool such as Adobe Photoshop etc will be preferable. He/She will be responsible for all website related activities of HCC alongside Network, IT equipment, system issues, troubleshooting etc.</p> <p>SKILLS REQUIRED. Hands on experience in website development & Management, HW/SW Firewalls, Server / Client OS, Bandwidth management, Linux CLI mode, configurations & backup, C-Pannel, modern tools & scripts, Anti Hacking methods, safety & authentication etc. Must have diploma/certificate in Graphic designing with excellent command on designing & pattern formulation. At time of interview must present a website constructed & design formulated using any graphic tool as an evidential proof.</p>	1	30-40 years	Salary: Attractive market based (Negotiable based on previous experience, additional qualification and management courses).

TERMS AND CONDITIONS:

1. The services of the appointees will be governed under the Khyber Pakhtunkhwa Health Care Commission Act 2015 and rules/regulations made there under.
2. In service employees (Public Servant) must apply through proper channel.
3. Only short listed candidates will be called for interview.
4. Incomplete and late submitted application will not be entertained.
5. No TA/DA will be allowed.
6. Candidate will be disqualified and / or excluded from interview if he/she was, convicted by court of law, dismissed from public service, knowingly furnishes any false information, suppresses any information which may lead to his/her disqualification. Attempts to obtain support for his/her candidature by improper means. Submits forged certificates, tempers with the entries in his / her age and academic certificates/ documents.
7. Applications received after due date will not be entertained.

8. The competent authority has the right to increase or decrease the number of vacancies or cancel the whole process.
9. The selection committee shall be competent to reject applications which are incomplete. However the aggrieved candidates can appeal to the Board of Health Care Commission for review. The decision of the Board committee of Health Care Commission thereof shall be final.
10. Appointment will be subject to availability of funds with Health Care Commission.
11. The initial appointment will be for a period of 2-3 years (including probation period) Extension for another specific period will be subject to performance evaluation by the respective competent authority in accordance with regulation of health care commission.
12. The Services of employees will be governed in accordance with Health Care Commission Act 2015 & regulation framed therein.
13. Candidates possessing additional qualification / courses in complementary / allied disciplines / area's will be given extra weightage.
14. The higher qualification possessed by a candidate in respective area of the field / position applied for will be given extra weightage as per rule.
15. The applicants are required to submit their applications, complete in all respect along with detailed CV, **through registered courier service only**, within 15 days after publication of this advertisement in the daily News Paper's. Online submission of CV alongside Cover letter clearly indicating the position applied for is mandatory on director.kphra@gmail.com and chairman.kphra@gmail.com