

NIH BoG-TOS-EDs

TOS of Executive Director Health Data Center
(NIH Islamabad)

| Sr. # | Designation | Department | BS or MPS | Tenure |
|--------------|-------------------------------|---------------------------|---------------------------------------|--|
| 1. | Executive Director | Health Data center | 20/21 or market scales | 4 years, extendable for a further term if mutually agreed |

Appointment

Through selection committee formed under MoHSR&C through Ad in newspapers and web portal by:

- a. Promotion (meeting the criteria)
- b. Contract/direct recruitment
- c. Deputation/transfer

Qualification

- a. MBBS, MD or equivalent degree recognised by PMC OR MSc Biostatistics or equivalent, And
- b. Post graduate qualification MS / MPH in Public Health Or relevant field
- c. Preferable PhD/ MPhil in Biostatistics or relevant field or post-graduate training from recognized and accredited university in Pakistan or abroad in the relevant field for 2 years

Research Work

- a. Track record and ability to attract research grants, and conduct research projects or establish a research program
- b. At least ten (10) relevant peer-reviewed research papers published in national or international indexed and impact factor journals during preceding 5 years

Experience:

Experience means post qualification experience gained in a regular full-time paid job or in an organization

- a. **On Promotion:** service 15 years with minimum 7 years in BS 19
- b. **On direct induction/deputation:** On direct induction: Minimum 15 years' experience in relevant field and research with experience in management and experience with projects in HMS/HIMS

Experience in Data Science will be preferred

Job Description

- a. The Health Data Center shall function as the national central repository for all aspects of health information and data.
- b. The Center shall perform such functions as are directed and assigned by the Federal Government or the Board or CEO including
 - I. Access from relevant authorities' information and data house, collate and analyze all health information and epidemiologic data nationally;

- II. To establish a central repository for all aspects of health information and data to ensure its easy availability on in digital format.
- III. To provide appropriate data analytics for decision making and policy formulation.
- IV. To maintain and continually update data maternal and neonatal health, neonatal, child health immunizations, adolescent and communicable diseases, and non-communicable diseases, population and demographics, health accounts, health services, health system including human resource, supplies, equipment and infrastructure.
- V. To develop and advise adoption of the standards and methods standards and methods for efficient and secure exchange and interoperability of healthcare data and information.

- c. In addition, to the above, the Executive Director of the Center will be responsible for the following:
- I. The Center's advice, policies, material, research and reports are available to the general public on the web site of the NIH.
 - II. shall have systems in place to ensure safety of data, confidential records and seal of the center, data records and are kept safe and secure.
 - III. To Appoint officers and other employees of the center as may be delegated by the Board in the prescribed manner.
 - IV. To supervise and control the administration of the center, including disciplinary action against employees in a manner prescribed by the Board.
 - V. To authorize payments and incur expenditures in accordance financial rules as may be prescribed.
 - VI. To execute deeds, documents and contracts on behalf of the center in a manner delegated by the Board.
 - VII. To propose budget estimates and revised budget estimates and in consultation with the Chief Financial Officer prepare the same to be placed before the Board for approval.

- VIII. To take steps for the implementation of the functions of the center, decisions of CEO, the Board, working groups, committees and sub-committees.
- IX. To prepare the annual report of the center and present to the Board for approval.
- X. To negotiate in consultation with CEO grants, funding and receive donations for the benefit of the center generally or for specific projects.
- XI. To perform any other duties or functions as may be assigned by the Board or the Federal Government.
- XII. To maintain data center and IT department to facilitate decision and policy making.
- XIII. To monitor / supervise all activities within the center to ensure proper standards and quality.
- XIV. To take measures to promote research activities in the center.
- XV. Running day to day business of the center.

TOS of Executive Director of Health Research Institute
(NIH Islamabad)

| Sr. # | Designation | Department | BS or MPS | Tenure |
|--------------|-------------------------------|--------------------------------------|---------------------------------------|--|
| 1. | Executive Director | Health Research Institute | 20/21 or Market scales | 4 years, extendable for a further term if mutually agreed |

Eligibility criterion as previously advertised:

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| Executive Director Health Research Institute | 1 | Merit | <p>i. MBBS, MD or equivalent degree recognised by PMC.</p> <p><u>And</u></p> <p>MPhil/MS/MPH/FCPS in Public Health / Community Medicine / Epidemiology/ Biostatistics/Pathology, or Dip. Am Board (Internal medicine or Preventive Medicine or infectious diseases)</p> <p><u>Preferably:</u></p> <p>PhD or post-graduate training from recognized and accredited university in Pakistan or abroad in the relevant field for 2 years</p> <p>i. Track record and ability to attract research grants, and conduct research projects or establish a research program.</p> <p>i. At least ten (10) relevant peer-reviewed research papers published in national or international indexed and high impact journals during preceding 5 years.</p> <p>i. Minimum 15 years of post-qualification experience in relevant field and research with experience in the applied public health profession or 3 years administrative experience as chief of a Division of National Institute of Health or as head of an organization / institute/department of similar mandate.</p> |
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Scale: Basic Scale 20/21 or market scales

Tenure: 4 years, extendable for a further term if mutually agreed

Experience:

Experience means post qualification experience gained in a regular full-time paid job or in an organization

On Promotion: service 15 years with minimum 7 years in BS 19

On direct induction/deputation: Minimum 15 years of experience in relevant field and research with experience in the applied public health profession or 3 years administrative experience as chief of a Division of National Institute of Health or as head of an organization / institute/department of similar mandate.

Job Description

- a. Shall be responsible to promote and coordinate health research in Pakistan and act as custodian of public research funds.
- b. The Institute shall perform functions as directed and assigned by the Federal Government or the Board
- c. To promote, organize and conduct scientific research in the field of health and alternate medicine including allopathy, homeopathy, herbal, unani, ayurvedic and traditional medicine: Evaluate, perform research, analyze and advise on environmental hazards and safety;

I. Ensure ethical compliance of medical and health related research to establish national and international standards.

II. Provide financial support for health research through grants and fellowships

III. Evaluate submitted research proposals for scientific quality, ethical compliance and validity of outcomes, in order to grant funds for the research purpose

IV. Oversee research projects funded by NIH for scientific integrity and ethical compliance. Establish National Ethical/Bioethical Committee to coordinate and promote ethical practices as necessary of biomedical research in Pakistan

V. Advise Federal and provincial Governments and any other relevant body or organization on matters related health research with knowledge of Chief Executive Officer

VI. Establish strengthen and expand bioinformatics for support of research

VII. Establish linkages with national and international research institutions, bodies and organizations as well as relevant community groups and agencies

VIII. To develop financial and other resources for its functions and for support of research

d. Act as a custodian of all records and official seal of institute

e. Oversee administration, Control and supervision of clinical trial wing.

f. Oversee training wing for international/National trainings in fellowships, diplomas, certification etc. in health research.

g. Oversee appointment officers and other employees of institute as may be delegated by the board in the prescribed manner

- h. Supervise and control the administration of HRI and its HR, including disciplinary action against employee in a manner prescribed by the board.
- i. Authorize payments and incur expenditures in accordance with the financial rules as prescribed
- j. Execute deeds, documents and contracts on behalf of center in a manner delegated by the board
- k. Propose budgetary estimates of HRI in consultation with the chief financial officer for approval by the Board of Governors (BoGs) of NIH
- l. Take steps for controlling and implementation of the functions of the HRI, decisions of the BoGs, CEO, working groups, committees and sub-committees
- m. Prepare Annual Health Report related to the Dept and present to the BoGs for approval
- n. Negotiate grants, funding and receive donations for the benefit of the center generally or for specific projects.

TOS of Executive Director of Vaccine and Biological Center (VBC)
(NIH Islamabad)

| Sr. # | Designation | Department | BS or MPS | Tenure |
|--------------|-------------------------------|--|---------------------------------------|--|
| 1. | Executive Director | Vaccine and Biological Center | 20/21 or market scales | 4 years, extendable for a further term if mutually agreed |

Eligibility criterion as previously advertised:

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| <p>Executive Director Vaccine and Biological Products Center</p> | <p>1</p> | <p>Merit</p> | <p>i. MBBS, MD or equivalent degree or MSc Biosciences/ Molecular Biology/ Genetics / zoology/ Microbiology/ Virology.</p> <p><u>AND</u></p> <p>i. Post graduate qualification in microbiology / virology / immunology - MRCPPath/FCPS/Dip Am Board</p> <p><u>Preferably</u></p> <p>i. Research degree Phd / MPhil in microbiology/immunology or post-graduate training in vaccine development or related field from recognized and accredited international center</p> <p>i. Track record and ability to attract research grants, and conduct research projects or establish a research program.</p> <p>i. At least ten (10) relevant peer-reviewed research papers published in national or international indexed and high impact journals during preceding 5 years.</p> <p>i. Minimum 15 years post qualification experience in relevant field with experience in management</p> <p>i. Preferable Experience</p> <ol style="list-style-type: none"> a. Experience in epidemiology b. Experience in planning, developing and implementing large scale public health programs. c. Work experience of vaccines development, deployment, monitoring and evaluation. d. Experience in senior or executive capacity of health program, with substantial HR management, decision-making and communication skills to interact and negotiate with senior national and international authorities. <p>ii. Addendum: Add PhD Immunology under preferable qualification</p> |
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TOS:

Scale: Basic Scale 20/21 or market scales

Tenure: 4 years, extendable for a further term if mutually agreed

Experience:

Experience means post qualification experience gained in a regular full-time paid job or in an organization.

On Promotion: Service 15 years with minimum 7 years in BS 19

On direct induction/deputation: Minimum 15 years experience in relevant field with experience in management

Preferable Experience:

- I. Experience in epidemiology
- II. Experience in planning, developing and implementing large scale public health programs
- III. Work experience of vaccines development, deployment, monitoring and evaluation
- IV. Experience in senior or executive capacity of health program, with substantial HR management, decision-making and communication skills to interact and negotiate with senior national and international authorities.

Job Description:

- a. To lead and direct the development and implementation of guidelines and strategic plans that support health governance role in strengthening vaccine development and accessibility at national level.
- b. To oversee and lead production of biological materials and vaccines;
- c. To oversee organization of training programs through national diploma and specialized short-term training courses for vaccine and biologic production;
- d. Collaborate with national and international research institutes to provide the technical input in the areas of vaccine development, vaccines research;
- e. Promote research activities and development towards improvement of biological products, up-scaling of technologies, introduction of newer vaccines, diagnostics and other biological products.
- f. To act as a custodian of all records and official seal of VBC
- g. To appoint officers and other employees of center as may be delegated by the board in the prescribed manner

- h. To supervise and control the administration of VBC and its employee, including disciplinary action against employee in a manner prescribed by the board.
- i. Authorize payments and incur expenditures in accordance with the financial rules as prescribed
- j. To execute deeds, documents and contracts on behalf of center in a manner delegated by the board
- k. Propose budgetary estimates of the center in consultation with the chief financial officer for approved by the BoGs of NIH
- l. Take steps for controlling and implementation of the functions of the VBC, decisions of the BoGs, CEO, working groups, committees and sub- committees
- m. Prepare Annual Health Report related to the center and present to the BoGs for approval
- n. Negotiate grants, funding and receive donations for the benefit of the center generally or for specific projects.
- o. Perform any such other duties a full-time officer as may be prescribed by the CEO NIH or the board or Federal Government.
- p. Monitor / supervise all activities within the Vaccine and Biological Center to ensure proper standards and quality.

- q. Take all measures to promote research and development activities in the Vaccine and Biological Center and collaborations for clinical trials.
- r. Develop bioethics principals for research for approval of the board.
- s. Manage and oversee day to day operations and business of the Vaccine and Biological Center
- t. To oversee Vaccine and Biological Center operations, and develop research programs to meet public health needs, including the development of vaccine and antibody-based research programs for diseases of public health importance.
- u. To serve as a principal advisor to the CEO/ED NIH on vaccines and related biomedical research affairs and as an expert consultant and advisor both nationally and internationally on the development of novel vaccine and prevention strategies.
- v. To lead national advocacy efforts for the establishment of applied research to develop and improve vaccines and responsible for training and briefing on vaccine and immunization/related activities.
- w. To organize training programs for granting diploma and specialized short- term training courses for vaccine and biologic production. Provide administration, supervision and control of Allergy center
- x. Provide administration and supervision of Animal house/ Vet farm management

- y. Provide administration/supervision of department of quality control/quality Assurance.
- z. To develop national immunization policies and strategies and ensures their endorsement by, and application of, by federal and provincial governments

TOS of Executive Director of Centre for Disease Control (CDC)
(NIH Islamabad)

| Sr. # | Designation | Department | BS or MPS | Tenure |
|--------------|-------------------------------|---------------------------------------|---------------------------------------|--|
| 1. | Executive Director | Centre for Disease Control | 20/21 or market scales | 4 years, extendable for a further term if mutually agreed |

Eligibility criterion as previously advertised:

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| <p>Executive Director Center for Disease Control</p> | <p>1</p> | <p>Merit</p> | <ul style="list-style-type: none"> i. MBBS, MD or equivalent degree recognized by PMC. <li style="text-align: center;"><u>AND</u> i. Post graduate qualification Physician Consultant / specialization in Infectious diseases, FCPS, Dip. Am. Board Internal Medicine/Infectious Diseases/Preventive Medicine, MRCP CCT Certificate of Specialist training, on specialist register (UK) OR MPhil / MS / MPH / FCPS in Public Health / Community Medicine / Epidemiology or 2 years FELTP/FETP/EIS/EPIET or equivalent OR FCPS Pathology preferably microbiology or Virology <li style="text-align: center;"><u>Preferably</u> i. Research degree PhD in relevant field, or post-graduate training from recognized and accredited university in Pakistan or abroad. i. Track record and ability to attract research grants, and conduct research projects or establish a research program. i. At least ten (10) relevant peer-reviewed research papers published in national or international indexed and high impact journals during preceding 5 years. i. Minimum 15 years post qualification experience in relevant field with experience in management |
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TOS:

Scale: Basic Scale 20/21 or market scales

Tenure: 4 years, extendable for a further term if mutually agreed

Experience: Experience means post qualification experience gained in a regular full-time paid job or in a organization

a) On Promotion: service 15 years with minimum 7 years in BS 19

b) On direct induction/deputation: Minimum 15 years experience in relevant field with experience in management

Job Description:

a. Setting and implementation of a strategic agenda / mandate related to infectious diseases, surveillance including promotive, preventive and therapeutic aspects for infectious diseases and non-communicable diseases of public health importance in Pakistan.

b. To act as a custodian of all records and official seal of CDC

c. To appoint officers and other employees of CDC as may be delegated by the board in the prescribed manner

d. To supervise and control the administration of CDC and its employee, including disciplinary action against employee in a manner prescribed by the board.

e. Authorize payments and incur expenditures in accordance with the financial rules as prescribed

- f. To execute deeds, documents and contracts on behalf of center in a manner delegated by the board
- g. Propose budgetary estimates of CDC in consultation with the chief financial officer for approved by the BoGs of NIH
- h. Take steps for controlling and implementation of the functions of the CDC, decisions of the BoGs, CEO, working groups, committees and sub- committees
- i. Prepare Annual Health Report related to the Dept and present to the BoGs for approval
- j. Negotiate grants, funding and receive donations for the benefit of the center generally or for specific projects.
- k. Will perform such functions as directed and assigned by the Federal Govt or the BoGs including:
 - i. Providing advice on epidemics, disease outbreaks, preventive, control, surveillance and response of CDC for any outbreak to CEO and BoG.
 - ii. Preparation and application of the principles and techniques of emergency/preparedness at national/sub-national levels.
 - iii. Develop and monitor Emerging Infectious diseases unit, the functions of which shall include:

- a) Surveillance/monitoring of emerging infections and conditions of public health importance via scientific and modern methods and technologies.
- b) Analysis/interpretation of surveillance data and information.
- c) Formulation of emergency response to prevent, control and manage emerging infections.
- d) Formulation of disease prevention programs which shall institute population-based and individual-based prevention interventions that aim to minimize the impact of infectious disease outbreaks on the loss of life and property and to reduce the risks associated with the disease.
- e) Maintaining and managing drug and vaccine stockpiles
- f) Providing guidance on health promotion and health security.
- g) Communication and Coordination/collaboration with International, National and Sub National Organizations for development of strategies of disease control.
- h) Dissemination of information and communication with the public for implementing and mitigation strategies.

- I. Development of Disease Specific Unit, the functions of which shall include:
 - I. Management of ongoing vertical disease control programs such as Malaria, Polio, HIV, Hepatitis, Tuberculosis etc.
 - II. Management of future emerging infections special disease programs as identified by experts such as carbapenem resistant Enterobacteriaceae, drug-resistant typhoid, COVID-19 etc.
 - III. Assess, examine and incorporate cutting-edge innovation (as feasible) in public health laboratory and pharmaceuticals.
 - IV. Preventive activities contained in a program may include vaccination and post-exposure prophylaxis, provision of information on behavioral and health risks, counselling, nutritional and food supplementation; hygiene and health services; and screening programs for early detection of disease
- m. Lead the center shall with the assistance of the BoG, Federal and Provincial Governments and all public authorities to develop and maintain a surveillance system to monitor infections and conditions of public health importance
- n. Lead the center to develop a testing and quarantine policy for the augmenting of the contact tracing efforts of exposed or infected individuals, which shall be implemented in collaboration with the Board, Federal and Provincial Health Departments and other health authorities in Pakistan, which shall all ensure assistance to the Center in implementation of the provisions of this Act.

- o. Lead the center in implementing its functions and the provisions of this Act shall ensure the highest standards of human respect, dignity and privacy and shall ensure maintenance of secrecy of personal health information and data of the citizens in a manner that the same is not disclosed to any person so as to cause any damage to the respect, dignity and reputation of a the citizens.
- p. Lead/Participate/Oversee the Declaration of Health Emergency / Epidemic The Center for Disease Control on the basis of national disease surveillance data received through national and provincial disease surveillance centers or reporting by health care professionals and health care institutions or due to an extraordinary event that constitutes a public health risk through the international spread of disease declare a national or localized Health Emergency or Epidemic after having determined following;
 - i. a disease or disorder presents a serious risk to the public at large ; or
 - ii. that an outbreak of infectious disease is significant enough to warrant the declaration of a health emergency; or
 - iii. that an outbreak has significant potential to imminently affect national security or the health and security of Pakistani citizens, domestically, or internationally, through local or imported transmission;
- q. Upon declaration of a state of health emergency or epidemic, the Center shall advise and recommend measures to the Board, Federal and Provincial Governments, relevant authorities and the public.
- r. Ensure that the Center and the NIH shall take all measures within its power and capacity and provide all assistance to the governments and authorities and the public to address a health emergency or epidemic.

- s. The Center may establish and categorize levels of a health emergency or epidemic and from time to time upgrade or downgrade the level of a health emergency or epidemic.
- t. The Center with collaboration of Board shall withdraw its declaration of a health emergency or epidemic when satisfied that the reasons for such declaration have ceased to exist.
- u. The federal and provincial governments and national and local authorities shall provide all requested assistance to the Center and the NIH in the event of a declaration of health emergency or epidemic.
- v. The Center and the NIH shall in the event of a health emergency or epidemic prepare, establish and provide screening and testing protocols including providing testing facilities where possible and have the authority to public or private facilities to undertake screening and testing protocols and services.
- w. Coordination / collaboration with International/National Health Organizations and Collaboration with research investigators with coordination of CEO
- x. Monitor / supervise all activities of the dept to ensure proper standards and quality.
- y. Perform any such other duties as a full-time officer as may be prescribed by the Chief Executive Officer NIH or the board or Federal Government.
- z. Take all measures to promote research activities in the departments
- aa. Provide leadership and oversight to day-to-day business operations of the CDC of NIH

Terms and Conditions:

- i. An Executive Director shall have no conflict of interest and shall issue a declaration of no conflict.
- ii. Preference to age 45 years and above.
- iii. Govt/Semi Govt Servants to apply through proper channel and would be required to produce NOC at the time of the interview.
- iv. NIH employees eligible for promotion with service 15 years with minimum 7 years in BS 19 and fulfilling eligibility criteria of the post also to apply.
- v. Eligibility of the candidate will be determined on the basis of his/her qualification, experience etc. as given against each.
- vi. Only shortlisted candidates will be called for interview.
- vii. Incomplete applications received will not be entertained.
- viii. No TA/DA will be admissible for the purpose of the interview.
- ix. The competent authority reserves the right to cancel or postpone the recruitment process at any stage.
- x. NIH reserves the right to reject any application without assigning a reason.
- xi. Information provided by the applicant will be verified in case of appointment of the officer. In case of any false or forged information, NIH reserves the right to cancel the candidature at any stage (even after employment, if so, revealed later) and to initiate a legal action against the applicant.
- xii. Detailed TOS may be seen on NIH website www.nih.org.pk

INELIGIBILITY:

- i. No person shall be eligible for appointment unless a citizen of Pakistan
- ii. Persons dismissed or removed from service as a consequence of disciplinary proceedings.
- iii. Persons convicted by the court of competent jurisdiction and NRO beneficiaries are also ineligible.

HOW TO APPLY:

Eligible candidates may apply with CV covering application including one recent passport size photograph, attested copies of degree/testimonials, proof of experience, bio-data and contact details at your earliest convenience. Application complete in all respect should reach the undersigned:

Saleem Shahzad Malik
Joint Secretary (Admin)
Ministry of National Health Services, Regulations & Coordination
3rd Floor, Kohsar Block, Pak. Secretariat,
Islamabad