

Government of Pakistan
Ministry of National Health Services, Regulations & Coordination
National Institute of Health, Islamabad

Vacancy Announcement

Applications are invited from suitable candidates for appointment against following project posts purely on contract basis for period of one year (extendable) under the project titled “Integrated Disease Surveillance and Response System (IDSRS) with Public Health Laboratory Network (PHLN) and Workforce Development for transition of FELTP”. The requisite qualification and experience has been shown against each post:-

S.#	Name of post	PPS	No of Posts	Domicile	Qualification & Experience	Age limit
IDSRS employment at National Level						
1.	Project Director	9	1	Merit	i. MBBS/ BDS/ DVM or Equivalent ii. Two years FELTP/ FETP/ EIS Course or Masters in Field Epidemiology/ Public Health iii. 12 years experience	40-50 years
2.	Manager Administration / Operations	8	1	Merit	i. Master in Business Administration/HR/ Supply Chain/MPA or equivalent ii. 8 years experience	35-40 years
3.	Finance Manager	8	1	Merit	i. Masters in Finance/ MBA Finance/ Accounts or equivalent ii. 5 years experience	35-40 years
4.	Senior Medical Epidemiologist	8	1	Merit	i MBBS or Equivalent with 2 years ii FELTP/FETP/EIS Course or Masters in Field Epidemiology/ Public Health shall be preferable iii 8 years experience	35-40 years
5.	Senior Veterinary Epidemiologist	8	1	Merit	i DVM or Equivalent with 2 years ii FELTP/FETP/EIS Course or Masters in Field Epidemiology/ Public Health shall be preferable iii 8 years experience	35-40 years
6.	Manager Statistics and M&E	8	1	Merit	i Masters in statistics ii Masters in Field Epidemiology/ Public Health will be preferable iii 8 years experience	35-40 years
7.	Procurement Manager	8	1	Merit	i MBA or Equivalent ii At least 5 years of work experience in the field of procurement with knowledge and experience in all aspects of the procurement process and logistics management. Such experience would preferably include work with NGOs/ Donors. Experience.	35-40 years

8.	Director (IT)	8	1	Merit	i BSc-Hons or Master in IT/ MIS/ Computer Science/ Software Engineering or equivalent ii 8 years experience	35-40 years
9.	Software Engineer/ MIS	8	1	Merit	i BSc-Hons or Master in IT/ MIS/ Computer Science/ Software Engineering or equivalent ii 8 years experience	35-40 years
10.	Server Administrator	8	1	Merit	i BSc-Hons or Master in IT/ MIS/ Computer Science/ Software Engineering or equivalent ii 8 years experience	35-40 years
11.	Medical Epidemiologist	7	3	Merit	i MBBS or Equivalent ii Preference to candidates with any of the FELTP Course (short or long)	25-35 years
12.	Surveillance Officer	7	2	Merit	i MBBS or Equivalent ii Preference to any of the FELTP Course (short or long)	25-35 years
13.	Medical Entomologist/Vector Biologist	7	1	Merit	i Masters Medical Entomology and Disease Vector Control ii 2 years experience	25-35 years
14.	Environmental Officer	7	1	Merit	i Masters in Environmental Health ii 2 years experience	25-35 years
15.	Communication/ Health Education Officer	7	1	Merit	Master in Mass Communication, Sociology or Social Sciences or equivalent	25-30 years
16.	IT Officer	7	2	Merit	i BSc-Hons or Master in IT/MIS/Computer Science/Software Engineering or equivalent ii 2 years experience	25-30 years
17.	Finance Officer	7	1	Merit	i Masters in Finance/ MBA Finance/ Accounts or equivalent ii 2 years experience	25-30 years
18.	Procurement Officer	7	1	Merit	i MBA or Equivalent ii 3 years' experience in the relevant field	25-30 years
19.	Data Management Associate	6	1	Merit	i Graduation in Commerce, Business Administration, Statistics or equivalent ii 2 years experience	22-25 years
20.	Stenographer	5	2	Merit	i. Graduate/Bachelor degree ii. Having good shorthand skills iii. Good skills of typing also recommended	20-25 years
21.	Receptionist/Telephone Operator	5	1	Merit	Intermediate	20-25 years
22.	Driver	1	6	Merit	i. Middle and valid LTV License ii. Work Experience in public private sector will be preferred.	20-25 years

23.	Dispatch Rider	1	1	Merit	i. Middle and valid LTV License ii. Work Experience in public private sector will be preferred.	20-25 years
24.	Naib Qasid	1	4	Merit	i. Middle ii. Work Experience in public private sector will be preferred.	20-25 years
25.	Security Guard	1	2	Merit	i. Middle ii. Work Experience in public private sector will be preferred.	20-25 years
26.	Sanitary Worker	1	2	Merit	i. Middle ii. Work Experience in public private sector will be preferred.	20-25 years
For ICT						
1.	IT Officer	7	1	Merit	i BSc-Hons or Master in IT/ MIS/ Computer Science/ Software Engineering or equivalent ii 2 years experience	25-30 years
2.	Data Processing Assistant	6	1	Merit	i BS Computer Sciences/B.Com/ Bachelor Statistics ii 2 years experience will be preferred	25-30 years
For AJK						
The services of selected candidates to the following posts will be utilized at AJK. Therefore preference will be given to the residents of AJK for these posts:-						
1.	Senior Epidemiologist	8	1	Merit	i MBBS or Equivalent with 2 years ii FELTP/FETP/EIS Course or Masters in Field Epidemiology/ Public Health shall be preferable iii 8 years experience	35-40 years
2.	Finance Officer	7	1	Merit	i Masters in Finance/ MBA Finance/ Accounts or equivalent ii 2 years experience	25-30 years
3.	Health Education Officer	7	6	Merit	Master in Mass Communication, Sociology or Social Sciences or equivalent	25-30 years
4.	Surveillance Officer	7	11	Merit	i MBBS or Equivalent ii Preference to any of the FELTP Course (short or long)	25-35 years
5.	IT Officer	7	1	Merit	i BSc-Hons or Master in IT/ MIS/ Computer Science/ Software Engineering or equivalent ii 2 years experience	25-30 years
6.	Data Processing Assistant	6	10	Merit	i BS Computer Sciences/B.Com/ Bachelor Statistics ii 2 years experience will be preferred	25-30 years

For GB						
The services of selected candidates to the following posts will be utilized at GB. Therefore preference will be given to the residents of GB for these posts:-						
1.	Senior Epidemiologist	8	1	Merit	i MBBS or Equivalent with 2 years ii FELTP/FETP/EIS Course or Masters in Field Epidemiology/ Public Health shall be preferable iii 8 years experience	35-40 years
2.	Finance Officer	7	1	Merit	i Masters in Finance/ MBA Finance/ Accounts or equivalent ii 2 years experience	25-30 years
3.	Health Education Officer	7	6	Merit	Master in Mass Communication, Sociology or Social Sciences or equivalent	25-30 years
4.	Surveillance Officer	7	11	Merit	i MBBS or Equivalent ii Preference to any of the FELTP Course (short or long)	25-35 years
5.	IT Officer	7	1	Merit	i BSc-Hons or Master in IT/ MIS/ Computer Science/ Software Engineering or equivalent ii 2 years experience	25-30 years
6.	Data Processing Assistant	6	14	Merit	i BS Computer Sciences/B.Com/ Bachelor Statistics ii 2 years experience will be preferred	25-30 years
FELTP Employment						
1.	Program Head	9	1	Merit	i. MBBS or Equivalent ii. 2 years FELTP/ FETP/ EIS Course or Masters in Field Epidemiology/ Public Health iii. 12 years experience	Upto50 years
2.	SSO Quantitative Research/ Quantitative Research Officer	8	1	Merit	i. MBBS/ BDS/ DVM or MSPH or Equivalent with 2 years' working experience FELTP ii. 5 years experience	35-45 years
3.	Logistic/ Admin/ procurement Officer	8	1	Merit	i. Master in Business Administration/ Project Management or equivalent ii. 5 years experience	30-40 years
4.	Surveillance Officer - Faculty Member	7	20	Merit	i. MBBS/ MSPH/ MPH ii. 2-3 years relevant experience	25-30 years

5.	Cleaner	1	1	Merit	At least Matriculate	20-25 years
6.	Office Boy	1	1	Merit	At least Matriculate	20-25 years
7.	Security Guard	1	4	Merit	At least Matriculate	20-25 years
PHLN employment at National Level						
1.	Microbiologist/ Virologist	9	2	Merit	<ul style="list-style-type: none"> i. MBBS or equivalent qualification recognized by PMDC ii. Postgraduate qualification in Microbiology/ Virology (FCPS/ M.Phil/ Ph.D recognized by PMDC/ HEC iii. 10-15 years' experience after post-graduation iv. Experience in planning will be preferred 	35-45 years
2.	Molecular biologist	8	4	Merit	<ul style="list-style-type: none"> i. M.Sc in Molecular biology or equivalent ii. Post graduate qualification in Molecular biology with majors in Epidemiology/ Biostatistics/ Public Health iii. Registration with relevant council iv. Having work experience of at-least 5 years post-Masters education, across progressively incremental levels of portfolios related to management, research and technical expertise in Molecular biology. The incumbent should have extensive experience in independently designing-conducting-presenting/disseminating relevant studies involving advanced statistical analyses 	30-40 years
3.	Microbiologist	8	1	Merit	<ul style="list-style-type: none"> i. MBBS or equivalent with post-graduation in Epidemiology,OR Epidemiology and Biostatistics OR Public Health with majors in microbiology ii. Registration with relevant council iii. Having work experience of at-least 5 years post-Masters education, across progressively incremental 	30-40 years

					levels of portfolios related to management, research and technical expertise in Microbiology. The incumbent should have extensive experience in independently designing-conducting-presenting/disseminating microbiological studies involving advanced statistical analyses.	
4.	Laboratory Coordinator	8	1	Merit	<ul style="list-style-type: none"> i. MBBS or equivalent with post-graduation in Pathology. Registration with relevant council ii. Having work experience of at-least 5 years post-Masters Education, across progressively incremental levels of portfolios related to management, research and technical expertise in lab systems. The Incumbent should have extensive experience in independently designing-conducting-presenting/disseminating pathology disciplines studies involving advanced statistical analyses. 	30-40 years
5.	Assistant Director (LIMS)	7	1	Merit	<ul style="list-style-type: none"> i. MS/ B.S (Hons) in Computer Sciences ii. More than 2 years' experience in networking/ information systems/ databases. Candidates having experience in health care setting will be preferred. 	25-30 years
6.	Data Processing Assistant	6	3	Merit	<ul style="list-style-type: none"> i. BS Computer Sciences/ B. Com/ Bachelor Statistics ii. 2 years' experience will be preferred 	25-30 years
7.	Laboratory Technologist	6	4	Merit	<ul style="list-style-type: none"> i. BS, MLT ii. 5+ years' experience in relevant field will be preferred 	30-35 years
8.	Laboratory Technician	5	6	Merit	<ul style="list-style-type: none"> i. F.Sc MLT ii. 3+ years' experience in relevant field will be preferred 	25-30 years
9.	Laboratory Assistant	3	4	Merit	<ul style="list-style-type: none"> i. FA/ Matric ii. Work Experience in public/ private sector will be preferred 	25-30 years

10.	Naib Qasid	1	4	Local basis	i. Middle ii. Work Experience in public private sector will be preferred.	20-25 years
11.	Janitor/Sweeper	1	2	Merit	i. Middle ii. Work Experience in public private sector will be preferred.	20-25 years
PHLN employment for AJK						
The services of selected candidate to the following post will be utilized at AJK. Therefore preference will be given to the residents of AJK for this post:-						
1.	Microbiologist	8	1	Merit	i. MBBS or equivalent with post-graduation in Epidemiology,OR Epidemiology and Biostatistics OR Public Health with majors in microbiology ii. Registration with relevant council iii. Having work experience of at-least 5 years post-Masters education, across progressively incremental levels of portfolios related to management, research and technical expertise in Microbiology. The incumbent should have extensive experience in independently designing-conducting-presenting/disseminating microbiological studies involving advanced statistical analyses.	30-40 years
PHLN employment for GB						
The services of selected candidate to the following post will be utilized at GB. Therefore preference will be given to the residents of GB for this post:-						
1.	Microbiologist	8	1	Merit	i. MBBS or equivalent with post-graduation in Epidemiology,OR Epidemiology and Biostatistics OR Public Health with majors in microbiology ii. Registration with relevant council iii. Having work experience of at-least 5 years post-Masters education, across progressively incremental levels of portfolios related to management, research and technical expertise in Microbiology. The incumbent should have extensive experience in independently designing-conducting-presenting/disseminating microbiological studies	30-40 years

					involving advanced statistical analyses.	
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Terms and Conditions

1. The previous advertisement of this project published on 14.11.2021 may be treated as cancelled. Those who applied against earlier advertisement need to apply afresh.
2. Five (5) years general relaxation of age will be admissible as per existing government rules.
3. Govt/Semi Govt Servants must apply through proper channel and would be required to produce NOC at the time of interview.
4. On selection Govt /Semi Govt Servant will have to resign from service.
5. Eligibility of candidate will be determined on the basis of his/ her academic qualification, experience, age etc as given against each post.
6. A candidate can apply for more than one post by submitting separate form for each post.
7. Only shortlisted applicants will be called for test/ interview.
8. Candidates must use relevant application form. Incomplete/irrelevant applications as well as received after due date shall not be entertained.
9. No TA/DA will be admissible for the purpose of test/ interview.
10. No Additional benefit in addition to pay package shall be admissible for Project's employees.
11. The competent authority reserves the right to cancel/ postpone recruitment process at any stage.
12. It is mandatory for the selected candidates that at the time of joining they will submit an affidavit on stamp paper that he/she would not claim for regularization at any stage as these posts are purely contract based.
13. Last date of submission of Application Form is 15 days from the date of publication of this advertisement.
14. The applicants of IDSR and PHLN employment should clearly indicate region of the post i.e National level, ICT, AJK and GB.

HOW TO APPLY

1. All candidates are required to apply online at NIH website link: (www.nih.org.pk/careers). The candidates can also apply at link: <https://njp.gov.pk/>
2. Application submitted by hand will not be entertained.

**Project Director IDSRs
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