

**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
<b>IDSR employment at National Level</b>						
1.	Manager Administration / Operations	8	1	Merit	i. Master in Business Administration/HR/ Supply Chain/MPA or equivalent ii. 8 years experience	35-40 years
2.	Finance Manager	8	1	Merit	i. Masters in Finance/ MBA Finance/ Accounts or equivalent ii. 5 years experience	35-40 years
3.	Senior Epidemiologist Medical	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
4.	Senior Epidemiologist Veterinary	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
5.	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
6.	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

7.	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
8.	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
9.	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
10.	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
11.	Surveillance Officer	7	2	Merit	i MBBS or Equivalent ii Preference to any of the FELTP Course (short or long)	25-35 years
12.	Medical Entomologist/Vector Biologist	7	1	Merit	i Masters Medical Entomology and Disease Vector Control ii 2 years experience	25-35 years
13.	Environmental Officer	7	1	Merit	i Masters in Environmental Health ii 2 years experience	25-35 years
14.	Communication/ Health Education Officer	7	1	Merit	Master in Mass Communication, Sociology or Social Sciences or equivalent	25-30 years
15.	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
16.	Finance Officer	7	1	Merit	i Masters in Finance/ MBA Finance/ Accounts or equivalent ii 2 years experience	25-30 years
17.	Procurement Officer	7	1	Merit	i MBA or Equivalent ii 3 years' experience in the relevant field	25-30 years
<b>For ICT</b>						
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

**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
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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

**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

**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	30-40 years

					equivalent ii. 5 years experience	
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	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	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	i. MBBS or equivalent with post-graduation in Epidemiology, OR Epidemiology and	30-40 years

					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	
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					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	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	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	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"> <li>i. BS, MLT</li> <li>ii. 5+ years' experience in relevant field will be preferred</li> </ul>	30-35 years
8.	Laboratory Technician	5	6	Merit	<ul style="list-style-type: none"> <li>i. F.Sc MLT</li> <li>ii. 3+ years' experience in relevant field will be preferred</li> </ul>	25-30 years
9.	Laboratory Assistant	3	4	Merit	<ul style="list-style-type: none"> <li>i. FA/ Matric</li> <li>ii. Work Experience in public/ private sector will be preferred</li> </ul>	25-30 years
10.	Naib Qasid	1	4	Local basis	<ul style="list-style-type: none"> <li>i. Middle</li> <li>ii. Work Experience in public private sector will be preferred.</li> </ul>	20-25 years
11.	Janitor/Sweeper	1	2	Merit	<ul style="list-style-type: none"> <li>i. Middle</li> <li>ii. Work Experience in public private sector will be preferred.</li> </ul>	20-25 years
<p><b>PHLN employment for AJK</b></p> <p>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:-</p>						
1.	Microbiologist	8	1	Merit	<ul style="list-style-type: none"> <li>i. MBBS or equivalent with post-graduation in Epidemiology, OR Epidemiology and Biostatistics OR Public Health with majors in microbiology</li> <li>ii. Registration with relevant council</li> <li>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.</li> </ul>	30-40 years
<p><b>PHLN employment for GB</b></p> <p>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:-</p>						

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
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#### TERMS & CONDITIONS:

1. The previous advertisement of this project published on 04.08.2022 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. A candidate can apply for more than one post by submitting separate form for each post clearly mentioning the title of the post on the top of envelope.
6. Only shortlisted applicants will be called for test/ interview.
7. No TA/DA will be admissible for the purpose of test/ interview.
8. No Additional benefit in addition to pay package shall be admissible for Project's employees.
9. The competent authority reserves the right to cancel/ postpone recruitment process at any stage.
10. 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.
11. Last date of submission of Application Form is 15 days from the date of publication of this advertisement.
12. The applicants of IDSR and PHLN employment should clearly indicate region of the post i.e. National level, ICT, AJK and GB.
13. Candidates shall be required to produce all original documents (along with NOC in case of in service candidates), at the time of interview for scrutiny before declaring eligibility as given against each post.
14. All the posts will be governed according to the project policy.
15. Salaries of the selected candidates shall be refereed after the verification of all documents.

#### HOW TO APPLY

1. All candidates are required to download Application Form available at NIH website link: ([www.nih.org.pk/careers](http://www.nih.org.pk/careers)).
2. The Online printed copy of the Application Form must be accompanied by legible attested copies of degrees/certificates along with cover letter mentioning the job title and serial number of the post applied for, domicile, CNIC, 2 passport size photographs, Experience Certificates etc. must reach to the Office of **Project Director IDSRs (Admin Section), NIH, Park Road, Islamabad** on or before **30-08-2023** through registered courier service.

3. By hand, incomplete and documents received after the deadline will not be entertained.

**Project Director IDSRS  
NIH, Park Road, Islamabad  
Contact Number: 051-9255850**



