

S.NO.	POST	QUALIFICATION	JOB DESCRIPTION
1	Director Legal	LLM / Barrister at Law Minimum 16 years' education in' Corporate Law or equivalent relevant degree. Professional Qualification: Post qualification, experience of 7 years including at least 5 years of legal practice or as a solicitor.	Handle legal, corporate and regulatory affairs pertaining to the Authority. Look after / handle cases in litigation and arbitration / negotiation / mediation directly or through engaged Counsels (outsourced law firms). Render legal opinion to the Board of Directors. Chief Executive officer and other functional heads / divisions of the Authority on all legal issues. Drafting, filing and presenting petitions and registration issues (and other issues) on behalf of Authority before regulatory bodies. Drafting of Authority policy and rules. Negotiate, draft and vet various kinds of agreements, deeds and instruments. Supervise the working and function of the Legal wing of the Authority. Assist in protecting Authority's rights and interests and maintaining its operations within the scope established by law. Represent Authority in the regulatory spa& and be an advocate for any change or I reform desired in the policy framework. Performs any other work assigned by the management. Developing contracts regarding projects. Should have, knowledge of PPRA, PPP ACT and other relevant laws.
2	Director Technical	M.B.B.S Degree with at least a Master's Degree in Management or MPH. Professional Qualification: At least 7years' experience in the Medical field. Experience of working in the field will be preferred.	Working under supervision of DG. Supervision of Assistant Director Technical. Identifying illegal practices regarding transplants. Set goals and targets regarding his work. Maintaining fruitful relationships with stakeholders. Researching organizations and individuals to identify illegalities in transplants. Contacting Regional Networks, District Vigilance Committees and Hospital Evaluation Committees to implement the provision of PHOTA Act. Attending conferences, meetings, and transplant related events. Implementing provision of PHOTA Act and working in the field to create awareness regarding legal transplantation in stakeholders. Present to and consult to DG on work related aspect. Training and mentoring to all the staff of PHOTA. Understand the Authority's goal and purpose so that it will continue to enhance the Authority's performance.
3	Director Finance & Accounts	16 years' education in Commerce / Finance / Accounts/ ACCA/ CA/ ACMA/ CPA or other relevant degree. Higher qualification will be preferred Professional Qualification. At least 7 years of relevant.	Prepare budget, process and approve' appropriate documents and cash receipt documents. Manage accounting and financial systems and maintain full and accurate accounting records. Develop financial reports for various and projects as and when required. Supervise the work of accounting, payroll and supervise associated accounting personnel. Research, prepare and submit the annual budget. Provide financial and accounting

			<p>advice, direction and leadership, and implement and monitor payment practices. Establish and maintain cash controls, reconcile general ledger accounts, manage investments and reserves. Develop and implement purchasing practices and monitor the purchasing system. Pre-audit of procurement proposal. Design, analyze, interpret and implement fiscal procedures and policies. Act as liaison with other departments charged with the responsibility of the expenditure of the Authority's funds. Prepare daily cash position and placement of surplus funds. Ensure that regulatory, accounting and reporting requirements are, met in time. Perform financial analysis of projects and ensure all the financial & procurement as per our financial rules of the Authority and public sector rules and regulations. Ensure smooth audit annually and ability to respond to auditor's comments concerning finances and operations and oversee required action to address deficiencies. Performs any other work assigned by the Management.</p>
4	<p>Director Administration / HR & Coordination</p>	<ul style="list-style-type: none"> • Minimum 16 years education in Human Resource / Business Management/ Public Administration/ Social Sciences or other relevant degree. • At least 7 years of relevant experience and knowledge of HR and General Administration at mid-career to senior management level. 	<p>Should possess knowledge of human resource management. Maintains the work structure by updating job requirements and job descriptions for all positions. Maintains human resource staff by recruiting, selecting, orienting, and training employees.</p> <p>Ensures planning, monitoring, and appraisal of employee work results by training to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors. Maintains management guidelines. by preparing, updating, and recommending human resource policies and procedures. Checks misuse of office facilities by staff. Coordinate between authority and different organization and departments. He will also be responsible coordination within authority. Initiate indent forms for approval from the authority to whom the jurisdiction lies to carry out the above mention work. Keep close interface with all the individual and other departments. Ensures provision of utility services in office like electricity, gas, water, telephone, fax, internet etc. and ensures continued supply without interruption. Repair and Maintenance of furniture, fixtures, office equipment, computers, vehicles motorbikes/cycles, air conditioners etc. initiate indent forms for approval from the authority to whom the jurisdiction lies to carry out the above mention work. Performs any other work assigned by the Management</p>

5	Assistant Director Tech	<p>At least M.B.B.S Degree with one year house Job. I</p> <p>Professional Qualification: At least 1 - 3 years' experience in the Medical field. Filed Experience will be preferred.</p>	<p>Working under supervision of Director Manager Technical. Identifying illegal practices regarding transplants. Identifying illegalities and violations of PHOTA Act. Working with Regional Networks, District Vigilance Committees and Hospital Evaluation Committees to implement the provision of PHOTA Act. Explaining provision of PHOTA Act and working in the field to create awareness in stakeholders. Present to and consult with Director Technical on work related aspects. Develop and maintain systems for accurate and current reporting of activities and prospective matter related to the PHOTA. Understand the Authority's goal regarding field vigilance so that it will continue to enhance the Authority's performance. Understand requirements necessary to coordinate with concerned-public and private departments for compliance of instructions of Authority.</p>
8	Assistant Director HR	<p>At least a Bachelor's Degree in Human Resource Management/ Public Administration/ Business Management or other relevant degree.</p> <p>Professional Qualification: At least 1-3 years' experience.</p>	<p>Should possess knowledge of human resource management. Draft updating job requirements and job descriptions for all positions, with the help of managers. Maintains management guidelines by drafting, updating, and recommending human resource policies and procedures. Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records. Respond to inquiries and coordination with all personnel. Performs any other work assigned by the Management.</p>
9	Assistant Director IT Cell	<p>Bachelor or higher degree in computer science or information technology from HEC recognized university.</p> <p>Minimum 8 years' experience in medical institution</p> <p>Management/Data Warehousing/ Network Management/ training will be an added qualification. Good analytical and presentation skills will be preferred.</p>	<p>Responsible for supervision, planning, review and oversight of construction project materials controls, document controls, and Operations & Maintenance (O&M) development. Interfaces with System Analyst, Technical Writer, Developers, interneers, Data Entry Officers, Office Assistant personnel.</p> <p>The following are the responsibilities / activities of a Project Manager: -</p> <ul style="list-style-type: none"> • Develops and implements strategic, operational, and technology plans for the project. • Management of staff members and supervisors as assigned. • Implementation of financial plans annually. • Provides routine status and project reports to technical committee and co-workers as required. • Completes quality reviews of project material take-offs and procurements and verifies applicability with project design

			<p>criteria, drawings, and specifications. Ensures compliance with all design and material specifications.</p> <ul style="list-style-type: none"> • Researches project designs and provide recommendations when required. • Provides accurate descriptions of procurement & maintain consistent inventory stock record generation. • Perform planning and estimate on schedules, and procurements. This may include; performance of development process based on Requirement Analysis Phase & Project Objectives. • Coordinates tracking and control of project related tasks & utilize project reporting systems. • Coordinates project related document control processes. • Supervises and coordinates development of project related Operations & Maintenance systems. This may include; O&M manual(s) development, task-based O&M schedule development and tracking, spares inventories, equipment implementation etc. • Implement the changes as advised by the technical committee and any necessary Change Control Procedure necessary.
10	Assistant Director Legal	<p>LLB with relevant experience or minimum 16 years education law/ Forensic Law or other relevant degree. Higher qualification will be preferred.</p> <p>Professional Qualification:- At least 1-3 years of relevant experience in courts especially medical related issues and matters.</p>	<p>Having experience in legal aspects of medical issues. The advice on legal aspects of medical and transplant related matters. To assist Director legal in review of laws, rules, regulations and policy of the Federal and Provincial Governments on medical and transplant related matters. Assist in soliciting opinion/advice on various issues relating to PHOTA. Assist in drafting, filling, presenting petitions and registration issues (other issues on behalf of authority before regulatory body and courts. Maintain effective coordination with appropriate regulatory agencies in province. Excellent communication skills on contractual issues. Performs any other works assigned by the management.</p>
11	Assistant Director Accounts & Finance	<p>At least a Bachelor's degree in commerce/ Finance/ Accounts or other relevant degree.</p> <p>Professional Qualification: At east 1-3 years of relevant experience.</p>	<p>Process appropriate documents and cash receipt documents. Maintain full and accurate accounting records. Maintain cash controls. Draft budget, process and appropriate documents. Develop financial reports for various and projects as and when-required. Prepare and submit the annual budget. Liaise with banks, if required. Working on financial matters and implementing financial management practices, including prioritizing payments and financial obligations to manage</p>

			cash flows. Any other duties assigned by the management.
12	Assistant Director Audit	<p>At least a Bachelor's degree in Commerce/ Finance/ Accounts or other relevant degree.</p> <p>Professional Qualification: At least 1-3 years of relevant experience.</p>	<p>Check that goods, works and services have been procured in accordance with the Government's rules and procedures and have been properly documented and accounted for. Check that the funds assigned to specific agencies are spent in accordance with the Government's rules and regulations. Check monthly expenditures statements and financial records. Check monitoring of bank guarantees (i.e. bank confirmations, timely renewals etc) and reports to the concerned officials for necessary action. Providing advice and guidance to managers and staff at all levels. Preparing audit reports to highlight issues and problems and distributing the reports to the relevant officials.</p>