

OFFICE OF THE ADMINISTRATOR / DIRECTOR GENERAL
PUNJAB HUMAN ORGAN TRANSPLANTATION AUTHORITY (PHOTA)
KING EDWARD MEDICAL UNIVERSITY, NILA GUMBAD, LAHORE.
 Tel:- (042-99211511, 99211145-54/82)

SITUATION VACANT

Applications are invited for appointment of the following posts on contract basis for a period of 5 years extendable subject to good performance.

S.NO.	POST	PAY	AGE	QUALIFICATION AND EXPERIENCE
1	Director Legal (01 Post)	Market based	55 years	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.
2	Director Technical (01 Post)	Market based	55 years	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.
3	Director Finance & Accounts (01 Post)	Market based	55 years	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.
4	Director Administration / HR & Coordination (01 Post)	Market based	55 years	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.
5	Assistant Director Technical (03 seats)	Market based	45 years	At least M.B.B.S Degree with one year house Job. I Professional Qualification: At least 1 - 3 years' experience in the Medical field. Filed Experience will be preferred.
6	Assistant Director HR (01 Post)	Market based	45 years	At least a Bachelor's Degree in Human Resource Management/ Public Administration/ Business Management or other relevant degree. Professional Qualification: At least 1-3 years' experience.
7	Assistant Director IT Cell (01 Post)	Market based	40 years	Bachelor or higher degree in computer science or information technology from HEC recognized university. Minimum 8 years' experience in medical institution Management/Data Warehousing/ Network Management/ training will be an added qualification. Good analytical and presentation skills will be preferred.
8	Assistant Director Legal (01 Post)	Market based	45 years	LLB with relevant experience or minimum 16 years education law/ Forensic Law or other relevant degree. Higher qualification will be preferred. Professional Qualification:- At least 1-3 years of relevant experience in courts especially medical related issues and matters.
9	Assistant Director Accounts & Finance (01 Post)	Market based	45 years	At least a Bachelor's degree in commerce/ Finance/ Accounts or other relevant degree. Professional Qualification: At least 1-3 years of relevant experience.

10	Assistant Director Audit (01 Post)	Market based	45 years	At least a Bachelor's degree in Commerce/ Finance/ Accounts or other relevant degree. Professional Qualification: At least 1-3 years of relevant experience.
11	Data Entry operators (08 Post)	Market Based	18-30 year	BCS or equivalent qualification from recognized institute. Preference will be given to the candidates having experience of working in a medical institution.
12	Diver (03 Post)	Market Based	18-35 year	Middle school Certificate from a recognized institute. LTV driving license issued from the licensing authority with at least five years' experience in the line.
13	Janitorial Staff (03 Post)	Market Based	18-30 year	Primary school Certificate from recognized School. Only non-Muslims Person who belong to minorities will be accommodated. Preference will be given to the candidates having experience of working in a medical institution.

- **For further details and job description visit the KEMU website.**

TERMS AND CONDITIONS:

1. Appointment will be made according to Government of the Punjab, PHOTA Rules.
2. Final appointment will be subject to the verification of education degree & experience certificates (any expenditure in this regard will be borne by the candidate/ employee).
3. Applicants are required to submit application/dossiers on the prescribed Proforma available at the University website i.e. www.kemu.edu.pk along with attested copies of documents, degree, certificates, CNIC, domicile and fresh passport size colored photographs.
4. Application Proforma should be filled in typed form and submit in the **PHOTA/ KEMU University Office (Room No. 01)**, KEMU along with a bank **draft of Rs. 2000/- for serial NO. 01 to 10** in favor of Administrative PHOTA / Vice Chancellor, KEMU, Lahore.
5. The applicants having foreign degree must have HEC equivalence certificate.
6. Government servants should submit their applications through proper channel.
7. Only short listed candidates will be called for interview.
8. Authority reserves the right to cancel, increase or decrease the number of posts at any level without assigning any reason.
9. Incomplete application forms will not be entertained.
10. No TA & DA will be allowed.
11. Last date of submission of applications is **28-12-2016**

**ADMINISTRATOR / DIRECTOR GENERAL PHOTA/
VICE CHANCELLOR,
King Edward Medical University, Lahore.**