



JINNAH SINDH MEDICAL UNIVERSITY KARACHI

SITUATION VACANT

Jinnah Sindh Medical University, Karachi invites applications for the following posts from talented, determined and motivated individuals who desire progress and growth and can meaningfully enhance the progress of this institution.

S. No.	Name of Post	Contract	Eligibility Criteria
1	Registrar	Contract	<p>Qualification: MBBS/BDS along with MPA and LLB and No academic qualification in his career of less than 2nd class from HEC recognized university.</p> <p>Experience: 15 years professional administrative experience in an Educational Institute with at least 05 years of this experience as a Registrar preferably in a Medical University.</p> <p>The candidate is preferred to have the required management qualification / degree and should be well versed with Government rules and regulations of administration and English language.</p> <p>The registrar would be a whole time officer of the University and should have excellent leadership and interpersonal skills. He / She will display a commitment to ethical practice. Beside should have the full knowledge of statutory bodies and the statues of the university and guide lines.</p> <p>The registrar will also serve as the custodian of the common seal of the university and actively maintain the stature of the academic Programs, Departments and colleges along with maintaining a record of the registered graduates in the prescribed manner.</p> <p>Age: Not Less than 45 years,</p> <p>The appointment will be on contract basis for a period of 03 years.</p>

2	<p>Director IOHBM & SS (Institute of Health Business Management and Social Science)</p>	Contract	<p>Qualification: Ph.D. in Health Management or Social Sciences or in relevant field from HEC recognized university. No academic qualification in his career of less than 2nd class.</p> <p>Experience: 15years relevant work experience in a recognized / accredited institution with at least 8 years of which should be at the senior management level.</p> <p>The applicant must exhibit teaching and administrative experience in an accredited institution and have demonstrated capability to engage in research.</p> <p>The applicant must be experienced in forming educational collaborations with various academic institutions, and professionally align the institute's objectives with the overall Mission and Vision of the University.</p> <p>The ideal applicant must be thoroughly familiar with the process for implementing NBEAC accreditation with in the BBA/ MBA/EMBA programs, and will orient all activities to fully meet the requirements of accreditation.</p> <p>Publications: The applicant must have 15 HEC recognized publications.</p>
3	<p>Additional Director CME</p>	Contract	<p>Qualification: MBBS with MBA/ MHPE.</p> <p>Experience: 04years experience of running CME program in a University. The candidate should have the experience of conducting online Educational Activity. The applicant should be well versed with PMDC rules for CME and Credit point system. Preference will be given to candidate having an experience of conducting online Academic Sessions.</p>
4	<p>Coordinator Q- Bank</p>	Contract	<p>Qualification: MBBS/ BDS with good Computer Skills & Command over English Language.</p> <p>Experience: Preferably experience of working in the Q- Bank of a Medical University.</p>

5	Manager University (ORIC) (Industrial Linkage & Technology Transfer)	Contract	<p>Qualification Masters, Preferably MBA/MPA No academic qualification in his career of less than 2nd class from HEC Recognized University.</p> <p>Experience:06years experience in similar capacity with strong evidence of having industrial linkage & result oriented.</p> <p>Skill:</p> <ul style="list-style-type: none"> • Excellent Communication Skill. • Proficiency in MS Office and SPSS. • Fluent in Written and Spoken English. <p>Age :limit 35 to 50 years.</p>
6	Manager (ORIC) (Research Operation and Development)	Contract	<p>Qualification M.Sc./ MS in Basic & Applied Sciences No academic qualification in his career of less than 2nd class from HEC Recognized University.</p> <p>Experience: Preferably 06years experience in research & handling of research projects successfully with the industry & educational institute.</p> <p>Skill:</p> <ul style="list-style-type: none"> • Excellent Communication Skill. • Proficiency in MS Office and SPSS. • Fluent in Written and Spoken English. <p>Age limit 35 to 50 years.</p>
7	Andrologist (IVF)	Contract	Health Care Professional with 16 years of education, having an experience in andrology Lab, semen microscopy, semen preparation and hormonal Assessment.
8	Nurse/ Midwife (IVF)	Contract	Health Care Professional with 12-14 years of education and experience in IVF Laboratory is mandatory.
9	Sonologist (IVF)	Contract	16 years of education with experience in ultrasound of infertility at an IVF Centre is mandatory.

1. Application form is available on website www.jsmu.edu.pk hard copy of the application form should be sent along with two photographs, one set of attested photocopies of relevant documents in a sealed envelope, with three current referral letters and brief curriculum vitae.
2. Only Sindh domiciled are eligible.
3. Every application form must be submitted along with an **original Pay Order of Rs.1500/- (Nonrefundable)** in favor of **Jinnah Sindh Medical University, Karachi.**
4. Incomplete application in any manner will be rejected.
5. All information will be kept confidential.
6. Please clearly mention the name of post on the right top of envelope.
7. Institution reserves the right to reject any or all the Applications.
8. Only short-listed candidates will be entertained for interview.

9. Applicant currently in Government service should apply through proper channel.
10. No TA/DA will be admissible.
11. Women & disable & Minority quota will be observed.

Last date for submission of application forms is **24th Sep, 2019** and application should be sent only through courier service on the postal address given below.

POSTAL ADDRESS:

Acting Additional Director Admin & HR
Jinnah Sindh Medical University,
Rafiqi H.J. Shaheed Road, Karachi. Postal Code 75510