



## PAKISTAN KIDNEY AND LIVER INSTITUTE AND RESEARCH CENTRE



Pakistan kidney and Liver Institute and Research Center (PKLI & RC) is working as an autonomous body through Pakistan Kidney and Liver Institute and Research Center Act 2019 (the Act) passed by the Provincial Assembly of Punjab. PKLI & RC is overseen by an independent Board of Governors constituted through the said Act.

We are pleased to offer following positions for qualified candidates:

Sr. #	Job Title	No. of Positions	Qualification	Experience
<b>Supply Chain Department</b>				
<b>Warehouse</b>				
	Associate Manager	<ul style="list-style-type: none"><li>1</li></ul>	16 Years of Education in supply chain / finance/ accounts/ economic/ commerce from HEC recognized university.	Minimum 7 years post qualification in store management and warehousing. At least 3 years' experience in store / warehouse of any healthcare department / hospital. Preference will be having public sector experience. Must be computer literate. Working knowledge of Microsoft office and other computer application. Ability to use internet, email & software.
	Assistant Manager	<ul style="list-style-type: none"><li>3</li></ul>	Preferably 16 Years of Education in supply chain / finance/ accounts/ economic/ commerce from HEC recognized university.	Minimum 5 years post qualification in store management and warehousing. At least 2 years' experience in store / warehouse of any healthcare department / hospital. Preference will be having public sector experience. Must be computer literate. Working knowledge of Microsoft office and other computer application.

				Ability to use internet, email & software.
	Assistant	<ul style="list-style-type: none"> <li>• 7</li> </ul>	FA/FSc. or equivalent	<p>Minimum 2 year's post qualification experience.</p> <p>Experience in store / procurement / administration of public health care / private hospital / institute will be preferred.</p> <p>Must be computer literate.</p> <p>Working knowledge of Microsoft office and other computer application.</p> <p>Ability to use internet, email &amp; software.</p>
<b>Distribution Centers</b>				
	Associate Manager	<ul style="list-style-type: none"> <li>• 1</li> </ul>	16 Years of Education in supply chain / finance/ accounts/ economic/ commerce from HEC recognized university.	<p>Minimum 7 years post qualification in store management, warehousing &amp; Distribution center.</p> <p>At least 3 years' experience in public healthcare department / Private hospital store / warehouse/ distribution center will be preferred.</p> <p>Must be computer literate.</p> <p>Working knowledge of Microsoft office and other computer application.</p> <p>Ability to use internet, email &amp; software.</p>
	Officer	<ul style="list-style-type: none"> <li>• 9</li> </ul>	Preferably 16 Years of Education in supply chain / finance/ accounts/ economic/ commerce from HEC recognized university.	<p>Minimum 3 years post qualification in store management, warehousing &amp; distribution center.</p> <p>At least 3 years' experience in public healthcare department / Private hospital store / warehouse/ distribution center will be preferred.</p> <p>Must be computer literate.</p> <p>Working knowledge of Microsoft office and other computer application.</p>

				Ability to use internet, email & software.
	Assistant	<ul style="list-style-type: none"> <li>• 10</li> </ul>	FA/FS.C or equivalent	<p>Minimum 2 year's post qualification experience.</p> <p>Experience in store / procurement / administration of public health care / private hospital / institute will be preferred.</p> <p>Must be computer literate.</p> <p>Working knowledge of Microsoft office and other computer application.</p> <p>Ability to use internet, email &amp; software.</p>
<b>Procurement</b>				
	Associate Manager	<ul style="list-style-type: none"> <li>• 2</li> </ul>	16 Years of Education in supply chain / finance/ accounts/ economic/ commerce from HEC recognized university.	<p>Minimum 7 years of post-qualification experience in procurement.</p> <p>At least 3 years' experience in healthcare procurement department preference will be given who have public sector experience.</p> <p>Knowledge of PPRA rules and tendering process is must.</p> <p>Must be computer literate.</p> <p>Working knowledge of Microsoft office and other computer application.</p> <p>Ability to use internet, email &amp; software.</p>
	Assistant Manager	<ul style="list-style-type: none"> <li>• 2</li> </ul>	16 Years of Education in supply chain / finance/ accounts/ economic/ commerce from HEC recognized university.	<p>Minimum 5 years of post-qualification experience in procurement.</p> <p>At least 2 years' experience in healthcare procurement department preference will be given who have public sector experience.</p> <p>Knowledge of PPRA rules and</p>

				<p>tendering process is must.</p> <p>Must be computer literate.</p> <p>Working knowledge of Microsoft office and other computer application.</p> <p>Ability to use internet, email &amp; software.</p>
	Officer	<ul style="list-style-type: none"> <li>• 4</li> </ul>	<p>Preferably 16 Years of Education in supply chain / finance/ accounts/ economic/ commerce from HEC recognized university.</p>	<p>Minimum 3 years of post-qualification experience in procurement.</p> <p>At least 1 years' experience in healthcare procurement department preference will be given who have public sector experience.</p> <p>Knowledge of PPRA rules and tendering process is must.</p> <p>Must be computer literate.</p> <p>Working knowledge of Microsoft office and other computer application.</p> <p>Ability to use internet, email &amp; software.</p>
	Office Assistant	<ul style="list-style-type: none"> <li>• 4</li> </ul>	<p>FA/FS.C or equivalent</p>	<p>Minimum 2 year's post qualification experience.</p> <p>Experience in store / procurement / administration of public health care / private hospital / institute will be preferred.</p> <p>Must be computer literate.</p> <p>Working knowledge of Microsoft office and other computer application.</p> <p>Ability to use internet, email &amp; software.</p>

- Market based competitive salaries will be offered.
- Only shortlisted candidates will be contacted. No TA/ DA will be admissible for the interview.
- Candidates selected for interview will be required to provide information, including relevant documentation and experience certificates of qualifications etc. **(please organize before the closing date of advertisement)**
- Candidates whose application do not meet the selection criteria, need not apply.

- Details of the above-mentioned positions are available on <https://pkli.org.pk/careers/>
- To Apply, please send detailed '**Resume**' only by postal mail/ courier addressed to the undersigned. Please clearly mention the 'Position Applied' at the top of envelope. For more than one position, use separate postal envelop.
- Application should reach in Hospital not later than May 11, 2021.
- Employees from Government Institutes must send their application along with fresh NOC, issued by the concerned department.
- Incomplete applications, applications after due date, envelope containing more than one application will not be entertained.
- Age limit is 18 to 60 Years.
- The applicants who have applied earlier need to apply again.
- The candidates who will not fulfill the required eligibility criteria, can be cancelled at any stage during the process of selection or subsequently.
- PKLI & RC is an 'Equal Opportunity Employer'.

send detailed '**Resume**' at

**Hospital Director**  
**Pakistan Kidney and Liver Institute and Research Centre (PKLI & RC)**  
One PKLI Avenue, Opposite DHA Phase VI, Lahore, Pakistan.  
Phone: 042-111 117 554 | Website: [www.pkli.org.pk](http://www.pkli.org.pk)