



PAKISTAN KIDNEY AND LIVER INSTITUTE AND RESEARCH CENTER



Pakistan Kidney and Liver Institute and Research Center (PKLI & RC) is working as a body corporate 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 Vacant Posts	Qualifications	Experience
<b>Clinical Services</b>				
<b>Paediatrics</b>				
1	Senior Registrar Paediatrics	1	FCPS Paediatrics + Training complete in FCPS Paeds Gastro	Experience in the Paediatrics Gastro Will Be Preferred.
2	Registrar Paediatrics	2	All requirement completed for final exam of FCPS -Paediatrics.	Completed All Training Requirements for FCPS-II in Paediatrics.
<b>Clinical Research</b>				
2	Research Associate	1	Master's Qualification in Clinical Research, Epidemiology, Biostatistics or a Related Field.	3 or More Years Experience in Clinical Research, Epidemiology, Biostatistics or a Related Field.

## Nursing

1	Clinical Nurse Instructor	2	BSCN / General Nursing + Post RN, Speciality in any field of Nurisng .	4-5 Years experience in relevant field Criteria: Technical Skills, Adequate Clinical Competence, Appropriate appearance and being a faculty member.
2	Nursing Administrative Coordinator	1	Bachelor's/ Master's (Preferably) with computer skills and proficiency.	2-3 Years experience in relevant field Criteria: 1- Support the Director Nursing, Executives, Nurse Managers. 2- To maintain and arrange Nursing meetings / committees with a high level of confidentiality, tact and discretion.
3	Nurse Manager	2	BSCN / General Nursing + Post RN, Speciality in any field of Nurisng .	10-12 Years experience in relevant field and 4-6 Years administrative experience.

## Non-Clinical Services

### SUPPORT SERVICES

1	Laundry Operator	5	Matric	5 years professional experience of operating automatic laundry machines
2	Laundry Helper	3	Matric	3 to 5 years experience of laundry
3	Tailor	1	Preferably Matric	3 years professional experience of tailoring

4	Medical Record Coder	1	Bachelor's Degree (Hons)	2 years related experience
5	Supervisor FNSD	2	Bachelor's degree	Minimum 2 years working experience in a high repute restaurant, hotel, club or hospitality services as supervisor. hotel and catering management course will be preferred, high computer skills required, Knowledge of ISO standards, food safety management and JCIA would be preferred and should have skills of managing cafeteria services and banqueting arrangements , and be able to manage official/private seminars ,functions & meetings etc.
6	Clinical Dietician	1	M.Sc./BS Food & Nutrition or Human Nutrition or Equivalent	Minimum 1 year working experience as dietitian( have enough knowledge of therapeutic diets, TPN calculations, Drug and nutrient interaction etc.) in hospitality industries.
7	Cook	3	Preferably Matric	Minimum 2 years working experience as an oriental/continental cook in a high repute restaurants, clubs, hotels or cafeterias of hospitality services.
8	Chapati Maker	2	Preferably Matric	Minimum 1 year working experience(at roti plant / tandoors) in a high repute restaurant, hotel or hospitality services. Should be able to prepare all sort of special Naans, parathas, samose

**Financial Screening**

1	Financial Screening Executive	6	Bachelor's Degree (16 Years)	2 Years relevant experience with Microsoft Office, HMIS Knowledge, Communication Skills and Proficiency in Urdu/English Languages.
2	Field Investigator	1	FA/B.A. with relevant background	Expertise from Armed Forces Core Knowledge of Field Investigations, interpersonal communication skills and report writing skills.
3	Assistant Record Keeper	1	FA/FSc.	1 Year Experience with Microsoft Office and Data Retrieving skills

**ICT**

1	Extra Low Voltage Support Engineer (ELV)	1	Bachelor's in Electrical / Electronic / Telecommunication Engineering or equivalent	Minimum 3 years' experience and having good hands maintenance working experience on the following systems - IPTV systems, Access Control, Master Clock, IP Paging, Nurse Call, Q-management System and PABX. Experience in Hospital sector would be an added advantage.
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## Hospital Director Secretariat

1	Coordinator	1	Bachelor's Degree Good skills in Communication, Drafting Skills, Computer use (Word, Excel, Power Point), Record Keeping	At least 3 years experience of organizing and managing meetings
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- Market based competitive salaries will be offered.
- Only shortlisted candidates will be contacted. No TA/ DA will be admissible for the interview.
- PKLI&RC has the right to increase or decrease the number of positions at any time based on its need.
- Candidates selected for an 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/>
- Employees from Government Institutes must send their application along with fresh NOC, issued by the concerned department.
- Applications after due date will not be entertained.
- Age limit is 18 to 62 Years.
- The applicants who have applied earlier need to apply again.
- The candidates who will not fulfil the required eligibility criteria can be cancelled at any stage during the process of selection or subsequently.
- PKLI&RC is an 'Equal Opportunity Employer'.
- Only ONLINE applications will be entertained.
- Apply online at: <https://pkli.org.pk/careers/>
- Last date to apply is April 29, 2022.

Human Resource Department Pakistan Kidney and Liver Institute and Research Center (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)