



PAKISTAN KIDNEY AND LIVER INSTITUTE AND RESEARCH CENTRE



CAREER OPPORTUNITIES

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 the following positions for qualified candidates:

| MEDICAL SERVICES | | | | |
|------------------|-----------------------------|--------------|---|---|
| NUCLEAR MEDICINE | | | | |
| Sr. # | Job Title | No. Of Posts | Qualification | Experience |
| 1 | Consultant Nuclear Medicine | 1 | Post Graduation Qualification: Americal Board Certified/MRCP/FRCS with CCST Certification/CCT (UK/Ireland). FCPS with 3 years post-fellowship experience/equivalent. | Level I: Less than 5 years Level II: 5 – 10 years Level III: 10 – 15 years Level IV: More than 15 years Scientific publication in the relevant speciality will be preferred. Experience with PET Scan is mandatory A consultant should be a CPSP recognized supervisor. |

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| 2 | Consultant Nuclear Medicine (Full Time/Part-Time) | 1 | Post Graduation Qualification: Americal Board Certified/MRCP/FRCS with CCST Certification/CCT (UK/Ireland). FCPS with 3 years post-fellowship experience/equivalent. | Level I: Less than 5 years Level II: 5 – 10 years Level III: 10 – 15 years Level IV: More than 15 years Scientific publication in the relevant speciality will be preferred. Experience with PET Scan is mandatory |
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PULMONOLOG

| Sr. # | Job Title | No. Of Posts | Qualification | Experience |
|-------|---|--------------|--|--|
| 1 | Consultant Pulmonologist (Full Time) | 1 | Post Graduation Qualification: Americal Board Certified/MRCP/FRCS with CCST Certification/CCT (UK/Ireland). FCPS with 3 years post-fellowship experience/equivalent. | Level I: Less than 5 years Level II: 5 – 10 years Level III: 10 – 15 years Level IV: More than 15 years Scientific publication in the relevant speciality will be preferred. |
| 2 | Consultant Pulmonologist (Part-Time) | 1 | Post Graduation Qualification: Americal Board Certified/MRCP/FRCS with CCST Certification/CCT (UK/Ireland). FCPS with 3 years post-fellowship experience/equivalent. | Level I: Less than 5 years Level II: 5 – 10 years Level III: 10 – 15 years Level IV: More than 15 years Scientific publication in the relevant speciality will be preferred. |

UROLOGY

| Sr. # | Job Title | No. Of Posts | Qualification | Experience |
|-------|--------------------|--------------|--|--|
| 1 | Consultant Urology | 1 | Post Graduation Qualification: Americal Board Certified/MRCP/FRCS with CCST Certification/CCT (UK/Ireland). FCPS with 3 years post-fellowship experience/equivalent. | Level I: Less than 5 years Level II: 5 – 10 years Level III: 10 – 15 years Level IV: More than 15 years Scientific publication in the relevant speciality will be preferred. |

NEPHROLOGY

| Sr. # | Job Title | No. Of Posts | Qualification | Experience |
|-------|---|--------------|--|---|
| 1 | Consultant Nephrology (CPSP Supervisor) | 1 | Post Graduation Qualification: Americal Board Certified/MRCP/FRCS with CCST Certification/CCT (UK/Ireland). FCPS with 3 years post-fellowship experience/equivalent. | Level I: Less than 5 years Level II: 5 – 10 years Level III: 10 – 15 years Level IV: More than 15 years Experience in Kidney Transplants will be given preference. Scientific publication in the relevant speciality will be preferred. A consultant should be a CPSP recognized supervisor. |

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| 2 | Consultant Nephrology | 1 | Post Graduation Qualification: Americal Board Certified/MRCP/FRCS with CCST Certification/CCT (UK/Ireland). FCPS with 3 years post-fellowship experience/equivalent. | <p>Level I: Less than 5 years Level II: 5 – 10 years Level III: 10 – 15 years Level IV: More than 15 years Experience in Kidney Transplants will be given preference. Scientific publication in the relevant speciality will be preferred.</p> |
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INTERNAL MEDICINE

| Sr. # | Job Title | No. Of Posts | Qualification | Experience |
|-------|-------------------------------------|--------------|--|---|
| 1 | Consultant Internal Medicine | 1 | Post Graduation Qualification: Americal Board Certified/MRCP/FRCS with CCST Certification/CCT (UK/Ireland). FCPS with 3 years post-fellowship experience/equivalent. | <p>Level I: Less than 5 years Level II: 5 – 10 years Level III: 10 – 15 years Level IV: More than 15 years Scientific publication in the relevant speciality will be preferred. A consultant should be a CPSP recognized supervisor.</p> |

RADIOLOGY

| Sr. # | Job Title | No. Of Posts | Qualification | Experience |
|-------|---|--------------|--------------------|--|
| 1 | Interventional Radiology Clinical Fellow | 2 | FCPS or equivalent | <p>For IR Fellow, During the tenure, the fellow will get the opportunity to observe and train in a highly specialized environment with the bulk of procedures related to advances in Liver & Kidney Interventions. These include but are not limited to TACE, PTC & STENT, ABLATIONS, EMERGENCY & ROUTINE VASCULAR EMBOLISATIONS, FISTULOPLASTY & THROMBECTOMIES, CENTRAL VENOUS STENTS, NEPHROSTOMIES, PCNL TRACTS & JJ STENTS.</p> <p>Trainees will also observe & assist in advanced techniques like TIPS & TARE.</p> <p>There will be an opportunity to observe & assist peripheral Vascular Interventions, UAE & HOST of other Advances Techniques.</p> <p>There will be an excellent learning opportunity to report a variety of general body CT & MRI Scans under supervision.</p> <p>The fellow will be based in a highly competitive and academic environment and also present in weekly HEPATOBILIARY MDT'S.</p> <p>IR Department consists of 2 states of the art IR suites, one of which is shared.</p> <p>IR fellow will share ROTA with their counterpart and A first ONCALL commitment of 1 IN 2.</p> <p>IR fellowship certificate will be issued by the Medical Education Department of PKLI&RC only at the successful completion of 2 years Program. At the end of the Program, there will be an opportunity for job extension based on mutual agreement between the Trainee and Chairman Radiology.</p> |

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| 2 | Senior Registrar Radiology | 2 | FCPS Radiology or equivalent | Experience in the Specialty Will Be Preferred. |
| 3 | Registrar Radiology | 1 | FCPS -II Training Complete & IMM passed | Completed All Training Requirements for FCPS-II or Equivalent in Radiology. |

CRITICAL CARE (ICU)

| Sr. # | Job Title | No. Of Posts | Qualification | Experience |
|-------|----------------------|--------------|---|--|
| 1 | Registrar ICU | 6 | FCPS all requirements completed for a final exam or MCPS/MRCS in the relevant speciality. | Completed All Training Requirements for FCPS-II or Equivalent in Respective Specialty. |

GASTROENTEROLOGY/HEPATOLOGY

| Sr. # | Job Title | No. Of Posts | Qualification | Experience |
|-------|-----------------------------------|--------------|--|---|
| 1 | Registrar Gastroenterology | 2 | FCPS-II Training completed in Gastroenterology | 03 years of Training in Gastro Complete |

KIDNEY TRANSPLANT

| Sr. # | Job Title | No. Of Posts | Qualification | Experience |
|-------|-----------------------------|--------------|---------------------------------------|----------------------------|
| 1 | Registrar Kidney Transplant | 1 | FCPS-II Training completed in Urology | 05 years Training Complete |

NURSING

| Sr. # | Job Title | No. Of Posts | Qualification | Experience |
|-------|-------------------|--------------|---|---|
| 1 | Nursing Assistant | 27 | Matric with Science Diploma or Certificate of Nursing Assistant or Clinical Assistant from a recognized institute | Minimum 6 months of clinical experience |

NON-CLINICAL SERVICES**HUMAN RESOURCE**

| Sr. # | Job Title | No. Of Posts | Qualification | Experience |
|-------|-------------------------------|--------------|--|---|
| 1 | Senior Manager Human Resource | 1 | Master's degree/Bachelor's Degree (Hons) with specialization in Human Resources from HEC recognized Institute International Certification in Human Resources will be an advantage | 10 Years post qualification experience in the field of HR, out of which at least 5 years should be in a leading role. Healthcare background will be an advantage. Must be proficient in MS Office. |

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| 2 | Manager Talent Aquisition | 1 | <p>Master's /Bachelor's (Hons) from HEC recognized institute</p> <p>HR specialized by qualification or have done international HR certification</p> | <p>8 Years experience in the field of HR out of which at least 4 years should be post qualification and in a leading role. Potential experience in Talent Acquisition is a must. Healthcare background will be an advantage. Must be proficient in MS Office.</p> |
| 3 | Manager Training & Performance Management | 1 | <p>Master's /Bachelor's (Hons) from HEC recognized institute</p> <p>HR specialized by qualification or have done international HR certification</p> | <p>8 Years experience in the field of HR out of which at least 4 years should be post qualification and in a leading role. Potential experience in running Training & Development / Learning / Medical Education department in a large-sized company is a must. Experience in conducting training is required. Experience in conducting performance appraisals/ competencies is an advantage. Healthcare background will be an advantage. Must be proficient in MS Office.</p> |
| 4 | Assistant Manager Employee Relation | 1 | <p>LLB or Master's degree/Bachelor's Degree (Hons) with specialization in Human Resources from an HEC recognized Institute</p> <p>International Certification in Human Resources will be an advantage</p> | <p>5 Years post qualification experience in related functions.</p> <p>The candidate must have potential experience in managing employee disciplinary matters, Grievance management and handling legal issues related to HR. Knowledge of provincial and federal Labour Laws is a must. Healthcare background will be an advantage. Must be proficient in MS Office.</p> |

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| 5 | Senior Officer Human Resource (Quality Assurance) | 1 | <p>Master's degree/Bachelor's Degree (Hons) with specialization in Human Resources from HEC recognized Institute</p> <p>International Certification in Human Resources will be an advantage</p> | <p>4 Years post qualification experience in the field of HR or related function.</p> <p>Experience in HR/quality audits, KPI development, data collection and analysis, and developing policies & procedures is required</p> <p>Must be proficient in MS Office.</p> |
| 6 | Senior Officer Human Resource (Talent Acquisition) | 2 | <p>Master's degree/Bachelor's Degree (Hons) with specialization in Human Resources from HEC recognized Institute</p> <p>International Certification in Human Resources will be an advantage</p> | <p>4 Years post qualification experience in HR. Experience in Talent Acquisition is required.</p> <p>Must be proficient in MS Office.</p> |
| 7 | Officer Human Resource | 3 | <p>Master's degree/Bachelor's Degree (Hons) with specialization in Human Resources from HEC recognized Institute</p> <p>International Certification in Human Resources will be an advantage</p> | <p>At least 2 Years post qualification experience in the field of HR.</p> <p>Must be proficient in MS Office</p> |
| 8 | Human Resource Assistant | 2 | <p>Master's degree/Bachelor's Degree (Hons) with specialization in Human Resources from HEC recognized Institute</p> <p>International Certification in Human Resources will be an advantage</p> | <p>At least 4-6 weeks of internship in the HR department will be an advantage.</p> <p>Must be proficient in MS Office.</p> |

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| 9 | Coordinator Human Resource | 1 | Bachelor's Degree from an HEC recognized Institute | 1-year post qualification experience in administrative/secretarial work. Experience of taking minutes, making presentations and arranging meetings is required. Must be proficient in MS Office. |
| 10 | HR Record Keeper | 1 | Masters/Bachelor's Degree from an HEC recognized Institute | 1 Year of relevant Experience |
| 11 | HR Dispatch Rider | 1 | Matric | Related experience will be an advantage |

QUALITY MANAGEMENT

| Sr. # | Job Title | No. Of Posts | Qualification | Experience |
|--------------|-----------------------------|---------------------|--|--|
| 1 | Quality Data Analyst | 1 | MSc Statistics/Data Sciences or Master in Healthcare | 5 years of relevant experience (Out of which at least 1 year of post-qualification experience is mandatory). Work experience in JCIA Accredited Hospital will be preferred |
| 2 | Office Aide | 1 | Intermediate | Minimum 2 Years of post-qualification experience in the Hospital Environment |

FINANCE

| Sr. # | Job Title | No. Of Posts | Qualification | Experience |
|-------|---|--------------|---|---|
| 1 | General Manager Finance & Accounts | 1 | CA/ACMA/MBA Finance | More than 8 years of relevant experience (Out of which more than 5 years of post-qualification experience are mandatory) Candidates with Experience in Financial Reporting, Supervising financial operations, Liaison with Auditors, Tax Authorities and government officials will be preferred |
| 2 | Manager (Payroll) | 1 | CA finalist (only 2 papers left)/ACCA (Qualified)/MBA Finance | 8 years of relevant experience (More than 5 years post qualification experience in payroll processing preferably in a large hospital) Payroll reporting, Knowledge of taxation rules, Long term benefits management, Well conversant with bookkeeping entries |
| 3 | Account Officer | 1 | MBA Finance/M.com/CA(Inter/CAF)/ACMA (Inter) | 5 years of post-qualification experience Candidates with Experience in Knowledge of taxation rules, Well conversant with bookkeeping entries, and Basic Knowledge of Financial Statements will be preferred |
| 4 | Account Officer (PayRoll) | 1 | B.Com/MBA Finance | 5 years of post-qualification experience Payroll preparation, Knowledge of taxation rules, Well conversant with bookkeeping entries |

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| 5 | Coordinator Admission & Discharge | 3 | MBA or equivalent | 5 Years post qualification Supervisory experience, IPD billing/OPD billing/ Corporate IPD Billing, Cash Management Excellent communication, Time management, Conflict management, Knowledge of medical terminologies, Mathematical Skills, Computer handling skills |
| 6 | Admission & Discharge Representative | 22 | B.Com or equivalent | 2 years post qualification experience in IPD billing, Cash Management Good interpersonal skills, Knowledge of medical terminologies, Mathematical Skills, Computer handling skills |
| 7 | Cash Collection officer | 6 | B.Com or equivalent | 2 years post qualification experience in billing, Cash Management Good interpersonal skills, Knowledge of medical terminologies, Mathematical Skills, Computer handling skills |
| 8 | Office Aide | 1 | Intermediate | 2 Years post qualification relevant experience Good Communication, Computer handling skills |

MEDICAL RECORD DEPARTMENT

| Sr. # | Job Title | No. Of Posts | Qualification | Experience |
|--------------|----------------------------------|---------------------|------------------------------|---|
| 1 | Medical Record Technician | 1 | Intermediate | 1-year post qualification experience in medical records MS Office, Email, Report writing Skills |
| 2 | Medical Coder | 1 | Bachelor's Degree in Science | 2 years post qualification relevant experience MS Office, Email, Report writing & Communication skills |
| 3 | Coordinator | 1 | Bachelor's Degree | 2 years post qualification relevant experience MS Office, Email, Report writing & Communication skills |

SUPPORT SERVICES

| Sr. # | Job Title | No. Of Posts | Qualification | Experience |
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| 1 | General Manager Operations | 1 | <p>MBA/MPA/Master/MS in Hospital Management / Health service management/Public Health from HEC recognized University.</p> <p>Valid Certification in Project Management, Healthcare Quality and Quality Management Systems will be an additional advantage</p> | <p>More than 7 years post qualification experience, in any private or public Sector healthcare institution with a minimum capacity of One Hundred indoor Beds</p> <p>Managerial capacity to lead the department to meet organizational performance targets.</p> |
| 2 | Senior Manager FNSD | 1 | <p>Masters in Food and Human Nutrition</p> | <p>More than 10 years post qualification experience, in any private or public Sector healthcare institution with a minimum capacity of One Hundred indoor Beds</p> <p>Managerial capacity to lead the department to meet organizational performance targets.</p> |
| 3 | Associate Manager Laundry | 1 | <p>B.E/B.Tech (Mechanical/Electrical) from Government recognized institute only</p> <p>MS Office, Management and Analytical skills, Good verbal and written communication skills</p> | <p>5 Years post qualification experience in industrial automatic laundry machines</p> |
| 4 | Assistant Manager Transport | 1 | <p>B.E/B.Tech Mechanical from HEC recognized university</p> | <p>3 to 5 Years post qualification experience in a busy fleet company</p> <p>fleet management skills, problem resolution skills, staff handling skills & communication skills</p> |

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| 5 | Maintenance Supervisor Transport | 1 | DAE Mechanical/FA (Diploma in an automobile) from Government recognized vocational training institute only | 3 Years post qualification experience in fleet management Good Mechanical and technical knowledge is required |
| 6 | Laundry Coordinator | 1 | Bachelor's Degree recognized by HEC recognized institute | 3 Years post qualification experience in automatic laundry machines Management skills, Problem resolution skills, staff handling skills |
| 7 | Laundry Assistant | 1 | DAE (Mechanical/Electrical)/FA (Certification in Laundry Operations/Maintenance) from Government recognized vocational training institute only | 3 Years post qualification experience in automatic laundry machines Understanding of fabric, Staff handling skills |
| 8 | Telephone Operator | 3 | Bachelor's Degree recognized by HEC recognized institute | Fresh Candidate, Age Limit 25 Years Maximum |

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| 9 | Service Aide FNSD | 9 | Matric (Preferably) | 1-year post qualification relevant experience Knowledge of Banqueting service, Crockery, Cutlery |
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INFORMATION COMMUNICATION TECHNOLOGY

| Sr. # | Job Title | No. Of Posts | Qualification | Experience |
|--------------|---|---------------------|---|--|
| 1 | Senior System Administrator | 1 | Bachelor's (Hons) in Computer Sciences/IT or Equivalent | 5 Years post qualification of relevent experience in Systems |
| 2 | Senior System Administrator (Database) | 1 | Bachelor's (Hons) in Computer Sciences/IT or Equivalent | 5 Years post qualification of relevent experience in Oracle database and SQL |

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| 3 | Analyst (Andriod) | 1 | BS/MS in Information technology/Computer Science | <p>2 Years post qualification of relevant experience</p> <p>Strong Knowledge of Andriod SDK, Different versions of Andriod and how to deal with different screen sizes</p> <p>Familiarity with RESTFUL APIs to connect Andriod applications to back-end services</p> <p>Strong Knowledge of Andriod UI design principles, patterns & best practices</p> <p>Experience with offline storage, threading and performance tuning ability to design applications around the natural user interface such as "Touch"</p> <p>Familiarity with the use of additional sensors, such as gyroscopes and accelerometers</p> <p>Knowledge of the open-source Android ecosystem and the libraries available for common tasks Ability to understand business requirements and translate them into technical requirements</p> <p>Familiarity with cloud message APIs and push notifications</p> <p>A knack for benchmarking and optimization</p> <p>Understanding of Google's Android design principles and interface guidelines</p> |
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| 4 | Analyst (Full Stack Developer) | 1 | BS/MS in Information technology/Computer Science | <p>2 years of relevant post-qualification experience Agile and test-driven development best practices Proficient in REST and SOAP APIs</p> <p>Knowledge of modern and/or legacy development methods that may include windows forms, ASP.NET web forms, ASP.NET MVC</p> <p>Uses T-SQL Language to query databases to research the new and exciting issues and aid in the implementation of projects as needed</p> |
|------------------|---------------------------------------|--------------|--|--|
| 5 | Support Technician (Network) | 1 | BA/BSc in data communication engineering, Computer Sciences or a related field qualification is strongly preferred | 2 Years post qualification of relevant experience |
| RADIOLOGY | | | | |
| Sr. # | Job Title | No. Of Posts | Qualification | Experience |
| 1 | Medical Imaging Technologist | 1 | BSc (Hons) Medical Imaging Technologist | <p>2 years post qualification experience in a hospital or Diagnostic Center</p> <p>Adhere to radiation protection principles</p> |
| 2 | Radiographer | 2 | Diploma in Radiography | <p>2 years post qualification experience in a hospital or Diagnostic Center</p> <p>Perform X-Ray guided procedure</p> <p>Adhere to radiation protection principles</p> |

LABORATORY

| Sr. # | Job Title | No. Of Posts | Qualification | Experience |
|-------|---|--------------|---------------------------------|---|
| 1 | Medical Technologist - Microbiology - Histopathology | 1 1 | BSc (Hons) Medical Sciences/MLT | 3 Years post qualification of relevant experience from a reputed organization Basic Lab work, Written/Verbal communication, Basic Computer, Technical, Documentation, Analyzing skills, Creating a safe & effective environment, Infection control |
| 2 | Junior Medical Technologist (Microbiology) | 1 | BSc (Hons) Medical Sciences/MLT | 1 Year post qualification of relevant experience from a reputed organization |

MARKETING

| Sr. # | Job Title | No. Of Posts | Qualification | Experience |
|-------|---------------------|--------------|--------------------------------|--|
| 1 | Photographer | 1 | Bachelor's Degree (Preferably) | 2 to 3 years post qualification of relevant experience Should have experience/working in the video studio and can make professional videos, plan shoots should have experience in NLE, Animation (After Effects etc) and still photography with retouching images, Social Media technical know-how will be a plus |

SUPPLY CHAIN

| Sr. # | Job Title | No. Of Posts | Qualification | Experience |
|-------|---------------------------------------|--------------|--------------------------------|--|
| 1 | General Manager Supply Chain | 1 | MBA/MS preferably Supply Chain | <p>More than 12 years of relevant, post Qualification experience, in any private or public Sector healthcare institution with a minimum capacity of One Hundred indoor Beds</p> <p>Managerial capacity to lead the department to meet organizational performance targets.</p> |
| 2 | Manager Supply Chain | 1 | MBA/MS preferably Supply Chain | <p>More than 8 years of relevant, post Qualification experience, in any private or public Sector healthcare institution with a minimum capacity of One Hundred indoor Beds</p> <p>Managerial capacity to lead the department to meet organizational performance targets.</p> |
| 3 | Assistant Manager Supply Chain | 8 | MBA/MS preferably Supply Chain | <p>More than 5 years of relevant, post Qualification experience, in any private or public Sector healthcare institution with a minimum capacity of One Hundred indoor Beds</p> <p>Managerial capacity to lead the department in meeting organizational performance targets Knowledge and practice of supply chain management corresponding with PPRA directives will be an advantage</p> |

| 4 | Supply Chain Assistant | 25 | Intermediate | More than 2 Years of post-qualification experience in supply chain management of a hospital |
|----------------------------|-------------------------------------|--------------|--|--|
| FACILITY MANAGEMENT | | | | |
| Sr. # | Job Title | No. Of Posts | Qualification | Experience |
| 1 | General Manager Facility Management | 1 | Master's degree in Electrical / Civil/Mechanical Engineering from HEC Recognized University. Valid Professional certification in Project Management will be an additional advantage. | More than 12 years of relevant, post Qualification experience, in any private or public Sector healthcare institution with a minimum capacity of One Hundred indoor Beds Managerial capacity to lead the department to meet organizational performance targets. |
| 2 | Head Technician (Plumbing) | 1 | Matric | 10 years of relevant Post Qualification experience. Experience in a healthcare background would be an advantage. |

- 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.
- Candidates who do not meet the selection criteria, need not apply.
- Apply online job portal at: <https://jobs.pkli.org.pk:440/>
- Only ONLINE applications will be entertained.

- Employees from Government Institutes must send their application along with fresh NOC, issued by the concerned department.
- Applications after the due date will not be entertained.
- **The 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.
- **Deposit a processing fee of Rs.2,000/- (non-refundable) for doctors and Rs.500/- (non-refundable) for other positions through bank deposit slip at Bank of Punjab, Account No. 6580008550400058 OR deposit the same amount in ONLINE account PK51BPUN6580008550400058 under account title Pakistan Kidney and Liver Institute and Research Center.**
- Upload screen short of online transaction or picture of bank slip while applying for an online position.
- PKLI&RC is an 'Equal Opportunity Employer'.
- The last date to apply is **May 31, 2022.**

**Human Resource Department
Pakistan Kidney and Liver Institute and Research Centre (PKLI & RC)
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Website: www.pkli.org.pk