



**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:

**PKLI&RC - Lahore**

**Hepatology & Gastroenterology**

Sr. #	Position	No. Of Post	Qualification	Experience
1	Senior Registrar Gastroenterology	1	FCPS complete in Gastroenterology / equivalent	Fresh

**IPC**

Sr. #	Position	No. Of Post	Qualification	Experience
1	Manager IPC	1	MBBS/BScN/MsN and Infection prevention & Control course from any recognized international Institute	Overall 6 Years relevant experience out of which 3 years relevant Post Qualification Experience
2	Infection Preventionist	2	Bachelor's/Masters in Clinical Microbiology/BSN/Diploma in General Nursing with 1 year specialized diploma 1	2 years relevant Post Qualification experience

**Medical Director Secretariate**

Sr. #	Position	No. Of Post	Qualification	Experience
1	Clinical Governance Coordinator	1	MBBS/MPH/MHA	At least 2 Years post qualification Experience in relevant field
2	Data Analyst	1	Bachelors (Hons) or Masters Degree in Information Technology, Biostatistics, Health Management, Bioinformatics.	2 Years relevant post qualification experience

**Internal Audit**

Sr. #	Position	No. Of Post	Qualification	Experience
1	Executive Internal Audit	1	Master's degree/Bachelor's Degree (Hons) in relevant field or equivalent from a HEC recognized institute	At least 2 Years relevant post qualification experience is required.

**Human Resource**

Sr. #	Position	No. Of Post	Qualification	Experience
1	Manager (Compensation & Employee Relations)	1	Master's degree/Bachelor's Degree (Hons) in Human Resources/Management or equivalent and LLB from a HEC recognized institute International Certification in Human Resources will be preferred	At least 6 Years relevant experience out of which 3 years post qualification experience is required. Candidate must have experience in Payroll, Leave Management, Disciplinary Actions, Investigation, Legal Issues & Labour Laws

2	Senior Executive Human Resource	1	Master's degree/Bachelor's Degree (Hons) in Human Resources/Management or equivalent from a HEC recognized institute International Certification in Human Resources will be preferred	At least 4 Years relevant experience out of which 2 years post qualification experience is required.
3	Executive Human Resource	3	Master's degree/Bachelor's Degree (Hons) in Human Resources/Management or equivalent from a HEC recognized institute International Certification in Human Resources will be preferred	At least 2 Years relevant post qualification experience is required.
4	Officer Human Resource	2	Master's degree/Bachelor's Degree (Hons) in Human Resources/Management or equivalent from a HEC recognized institute International Certification in Human Resources will be preferred	4-5 weeks internship will be preferred

#### Pathology/Laboratory

Sr. #	Position	No. Of Post	Qualification	Experience
1	Assistant Manager Lab	1	Master's degree/Bachelor's Degree (Hons) in Medical Laboratory Technology	6-7 years relevant experience and out of which 3 years supervisory or leading experience
2	Medical Lab Technologist (Molecular)	2	Bsc(Hons)MLT Mandatory / Masters in Relevant Subject	5 Years relevant post qualification experience
3	Medical Lab Technologist (Haematology)	1	Bsc(Hons)MLT Mandatory / Masters in Relevant Subject	5 Years relevant post qualification experience

#### Anaesthesia

Sr. #	Position	No. Of Post	Qualification	Experience
1	Anaesthesia Technician	1	FA / FSC + Diploma BA / BSc + Diploma BSc (Relevant Speciality)	1-5 years relevant experience

#### Medical Record

Sr. #	Position	No. Of Post	Qualification	Experience
	Medical Record Coder	4	Bachelor's/Bachelor (Hons)/Master's Degree Preferable (Biology,Zoology,Microbiology,Physiotherapy)	2 years relevant overall and 1 year post qualification experience with preferable use of ICD-10, 11, ICD -0-3, DSM-5 CPT, LOINC, HCPCS, RX Norm (Clinical Terminologies, Classifications and Code System)
	Health Data Analyst	1	Bachelor's/Bachelor (Hons)/Master's Degree (Computer Sciences,Bio-Statistics/Mathematics/Statistics/Bioinformatics/Computational Statistics)	2 years relevant overall and 1 year post qualification experience with preferable use of advance tools and technologies (Excel, PowerBI, SQL, R, SPSS, AI)

#### Marketing

Sr. #	Position	No. Of Post	Qualification	Experience
1	Assistant Manager Business Operations	1	Master's degree/Bachelor's Degree (Hons) in Marketing or equivalent from a HEC recognized institute	At least 5 Years relevant experience out of which 1 years post qualification experience is required.
2	Senior Executive Fundraising	1	Master's degree/Bachelor's Degree (Hons) in Marketing or equivalent from a HEC recognized institute	At least 4 Years relevant experience out of which 1 years post qualification experience is required.

3	Senior Executive Resource Mobilization	1	Master's degree/Bachelor's Degree (Hons) in Marketing or equivalent from a HEC recognized institute	At least 4 Years relevant experience out of which 1 years post qualification experience is required.
4	Senior Executive Business Operation	1	Master's degree/Bachelor's Degree (Hons) in Marketing or equivalent from a HEC recognized institute	At least 4 Years relevant experience out of which 1 years post qualification experience is required.
5	Executive Resource Mobilization	1	Master's degree/Bachelor's Degree (Hons) in Marketing or equivalent from a HEC recognized institute	At least 2 years post qualification experience is required.

**PKLI Filter Clinics (HPTP) Directorate, Lahore**

Sr. #	Position	No. Of Post	Qualification	Experience
1	Project Director	1	MBBS/MD/ or Equivalent PMDC recognized qualification and Master in Public Health/ Health/Hospital Management or equivalent recognized by PMDC/HEC Or FCPS/MRCP/FRCS/Diplomate American Board/ equivalent degree	<p><b>At least 8 years of post MBBS experience related to Healthcare Management/Administration/Teaching/Research out of which 4 years must be in a leadership role in Healthcare industry</b></p> <ul style="list-style-type: none"> <li>•Knowledge of the national and international public health and healthcare initiatives and agenda</li> <li>•In depth knowledge of public health programs, research, infrastructure, and current issues and best practices.</li> <li>•Ability to communicate effectively both written and verbally, using generally accepted correspondence and report formats</li> <li>•Demonstrated skill in developing work processes using automated equipment.</li> <li>•Ability to manage multiple tasks and projects.</li> <li>•Skill and ability to use automated office equipment and software programs.</li> <li>•Ability to use tact and diplomacy with all sensitive issues and special situations</li> <li>•Ability to research and analyze documents.</li> <li>•Ability to write National and international research grants</li> <li>•Ability to write scientific publications after data collection, collation, and synthesis</li> <li>•Ability to present data in National and international conferences, symposia, and seminars</li> <li>•Ability to use electronic medical records and synthesize data into meaningful research document</li> </ul>

2	Assistant Project Director	2	MBBS/MD/ or Equivalent PMDC recognized qualification and Master in Public Health/ Health/Hospital Management or equivalent recognized by PMDC/HEC Or FCPS/MRCP/FRCS/Diplomate American Board/ equivalent degree	<p><b>At least 6 years of post MBBS experience related to Healthcare Management/Administration/Teaching/Research out of which 3 years must be in a leadership role in Healthcare industry</b></p> <ul style="list-style-type: none"> <li>•Knowledge of the national and international public health and healthcare initiatives and agenda</li> <li>•In depth knowledge of public health programs, research, infrastructure, and current issues and best practices.</li> <li>•Ability to communicate effectively both written and verbally, using generally accepted correspondence and report formats</li> <li>•Demonstrated skill in developing work processes using automated equipment.</li> <li>•Ability to manage multiple tasks and projects.</li> <li>•Ability to use tact and diplomacy with all sensitive issues and special situations</li> <li>•Assist to write scientific publications after data collection, collation, and synthesis</li> <li>•Ability to present data in National and international conferences, symposia, and seminars</li> <li>•Assist to use electronic medical records and synthesize data into meaningful research document</li> <li>•Ability to use enterprise resource planning (ERP) for HR, procurement, finance s and bookkeeping</li> </ul>
	Officer Human Resource	1	Master's degree/Bachelor's Degree (Hons) in Human Resources/Management or equivalent from a HEC recognized institute International Certification in Human Resources will be preferred	At least 2 Years relevantpost qualification experience is required.
4	Cleaner	1	Preferably Middle	Fresh / Preference will be given to experienced candidates
<b>PKLI Filter Clinics</b>				
1	<b>Medical Officer</b> Hafizabad	1	MBBS with House Job or equivalent. Candidate must have valid PMC registration.	Fresh
2	<b>Nurse</b> Attock, Jhehlum Hafizabad, Lodhran Pakpattan, Narowal Muzaffargarh, Shujabad,	8 (1 on each site)	BSN Generic, Post RN, Diploma in General Nursing + Midwifery / Specialization in any field of Nursing	Fresh
3	<b>Admin Assistant</b> Sheikhupura	1	Bachelor (Hons)/Master's Degree	4-6 Weeks Intership will be an Advantage

- 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, except staff nurses..
- The age limit for Staff Nurses is 18 to 50 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 an application processing fee of Rs.3,000/- (non-refundable) against each post for doctors and Rs.1000/- (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. The application fee is not being received through "Raast online transfer app" temporarily because the paying persons are not identifiable with this mode of payment.

- Upload screenshot 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 January 01, 2024.

Human Resource Department Pakistan Kidney and Liver Institute and Research Centre (PKLI & RC)

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