



**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 - Rawalpindi**

Sr. #	Position	No. Of Post	Qualification	Experience
1	Project Director	1	<ul style="list-style-type: none"> <li>-MBBS/MD/ or Equivalent PMDC recognized qualification and</li> <li>-Master in Public Health (MSPH) / Health Services Administration (MHSA) / or equivalent recognized by PMDC/HEC</li> </ul>	<ul style="list-style-type: none"> <li>-At least 10 years post MBBS experience related to Management/Administration/Operations in healthcare out of which at least 05 years of experience in a leadership role at a medium to large size hospital or healthcare industry</li> <li>-Knowledge of relevant healthcare regulations and accreditation standards is essential for ensuring compliance and quality patient care.</li> <li>-Experience in strategic planning, resource allocation, and financial management to effectively oversee the operations of a healthcare facility.</li> <li>-Expertise in project management methodologies, including planning, execution, monitoring, and evaluation.</li> <li>-Possess strong leadership, communication, and interpersonal skills to effectively collaborate with medical staff, and other stakeholders.</li> <li>-Demonstrates critical thinking skills, adaptability, and the ability to handle unforeseen challenges that may arise during the project.</li> <li>-Ability of effective and efficient project and program execution(s)</li> <li>-Ability to design, implement and monitor quality and patient safety initiatives</li> <li>-Experience in leading and managing change within a healthcare organization.</li> <li>-Experience in engaging with the local community and building relationships with key stakeholders such as government officials, community organizations, and other healthcare providers. They should be able to represent the hospital's interests and promote its services within the community.</li> </ul>

**MSA**

Sr. #	Position	No. Of Post	Qualification	Experience
1	Clinical Coordinator	5	BSN/General Nursing Diploma/Bachelor's (Hons)/Masters Degree in any discipline	2 Years professional Post Qualification experience in Healthcare Sector
2	Medical Officer	20	MBBS with House Job or equivalent. Candidate must have valid PMC registration	Fresh

**Human Resource**

Sr. #	Position	No. Of Post	Qualification	Experience
1	Manager Human Resource	1	<ul style="list-style-type: none"> <li>Master's degree/Bachelor's Degree (Hons) in Human Resources/Management or equivalent from a HEC recognized institute</li> <li>International Certification in Human Resources will be preferred</li> </ul>	<ul style="list-style-type: none"> <li>At least 6 Years relevant experience out of which 3 years post qualification experience is required.</li> <li>Candidate must have experience in functions of Human Resource (Compensation &amp; Benefits, Talent Acquisition, Employee Relations &amp; Learning &amp; Performance Management)</li> </ul>
2	Assistant Manager Human Resource	1	<ul style="list-style-type: none"> <li>Master's degree/Bachelor's Degree (Hons) in Human Resources/Management or equivalent from a HEC recognized institute</li> <li>International Certification in Human Resources will be preferred</li> </ul>	<ul style="list-style-type: none"> <li>At least 5 Years relevant experience out of which 1 years post qualification experience is required.</li> </ul>

3	Officer 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	4-6 Weeks Internship will be an Advantage
<b>Finance</b>				
Sr. #	Position	No. Of Post	Qualification	Experience
1	Manager Finance	1	Bachelor's (Hons)/Master in Finance/CA Inter/CAF/ACCA qualified	6 Years relevant post qualification experience out of which at least 3 years should be and in a leading role.
2	Officer Accounts & Finance	2	Bachelor's (Hons)/MBA Finance/M.Com or equivalent	4-6 Weeks Internship will be an Advantage
3	Billing Representative OPD	1	Bachelor Degree preferably B.Com	2 Years relevant Post qualification experience
4	Billing Representative IPD	4	Bachelor Degree preferably B.Com	2 Years relevant Post qualification experience
<b>Administration</b>				
Sr. #	Position	No. Of Post	Qualification	Experience
1	Manager Operations	1	Master's degree/Bachelor's Degree (Hons) from a HEC recognized institute	6 Years relevant experience out of which 3 year Post Qualification Experience
2	Manager Admin	1	Master's degree/Bachelor's Degree (Hons) from a HEC recognized institute	6 Years relevant experience out of which 3 year Post Qualification Experience
3	Officer Admin	4	Master's degree/Bachelor's Degree (Hons) from a HEC recognized institute	4-6 Weeks Internship will be an Advantage
4	Front Desk CRM	4	Bachelor's/Master's Degree	Fresh
5	Supervisor (Cleaners)	3	Master's degree/Bachelor's Degree from a HEC recognized institute	2 years relevant post qualification experience
6	Officer (Cleaners)	1	Master's degree/Bachelor's Degree (Hons) from a HEC recognized institute	4-6 Weeks Internship will be an Advantage
7	Cleaner	14	Preferably Middle	Fresh / Preference will be given to experience candidates.
8	Porter	7	Matric	Fresh
9	Driver	4	Middle /Matric	5 years post qualification experience is required. Candidate must have HTV / PSV License
<b>Supply Chain</b>				
Sr. #	Position	No. Of Post	Qualification	Experience
1	Manager Supply chain	1	Bachelor's (Hons)/Masters Degree from HEC recognized Institute . Preferably in Supply Chain Management	6 years relevant experience out of 3 years post qualification experience, preferably in (healthcare)
2	Assistant Manager Supply Chain	1	Bachelor's (Hons)/Masters Degree from HEC recognized Institute . Preferably in Supply Chain Management	5 years relevant experience out of 1 years post qualification experience, preferably in (healthcare)
3	Executive Supply Chain	4	Bachelor's (Hons)/Masters Degree from HEC recognized Institute . Preferably in Supply Chain Management	2 years relevant post qualification experience, preferably in (healthcare)

Financial Screening				
Sr. #	Position	No. Of Post	Qualification	Experience
1	Manager Financial Screening	1	Master's degree/Bachelor's Degree (Hons) from a HEC recognized institute	6 Years relevant experience out of which 3 year Post Qualification Experience
2	Assistant Manager Financial Screening	1	Master's degree/Bachelor's Degree (Hons) from a HEC recognized institute	5 Years relevant experience out of which 1 year Post Qualification Experience
3	Officer Financial Screening	7	Master's degree/Bachelor's Degree (Hons) from a HEC recognized institute	4-6 Weeks Intership will be an Advantage
Facility Management Services				
Sr. #	Position	No. Of Post	Qualification	Experience
1	Manager FMS	1	Master's degree/Bachelor's Degree (Hons) in Engineering Candidate must have valid PEC registration.	At least 6 years relevant post qualification experience
Marketing				
Sr. #	Position	No. Of Post	Qualification	Experience
1	Officer Marketing	1	Master's degree/Bachelor's Degree (Hons) in Marketing or equivalent from a HEC recognized institute	4-6 Weeks Intership will be an Advantage
ICT				
Sr. #	Position	No. Of Post	Qualification	Experience
1	Support Technician ICT (Software and Hardware)	2	Intermediate with diploma Computer Engineering	1 year post qualification experience
Pharmacy				
Sr. #	Position	No. Of Post	Qualification	Experience
1	Pharmacist	2	PharmD/Mphil (Pharma) Candidate must have valid Pharmacy Council registration.	3 Years relevant post qualification experience
Quality & Patient Safety				
Sr. #	Position	No. Of Post	Qualification	Experience
1	Officer Quality & Patient Safety	1	Master's degree/Bachelor's Degree (Hons) in relevant field from a HEC recognized institute	4-6 Weeks Intership will be an Advantage
Nursing				
Sr. #	Position	No. Of Post	Qualification	Experience
1	Manager Nurse	1	BScN/General Nursing + specialization in any field of Nursing + Post RN Hospital Management Course will be preferred	10-12 years relevant experience. (At least 3-4 years of management experience)

2	Staff Nurse	30	BSN Generic, Post RN, Diploma in General Nursing + Midwifery / Specialization in any field of Nursing	Fresh
3	Nursing Assistant	15	Matric/FA/FSC + 01 Year Diploma / Certificate of Nursing Assistant/ Physician Assistant	Fresh
<b>Nephrology</b>				
Sr. #	Position	No. Of Post	Qualification	Experience
1	Dialysis Technicians	15	FA / FSC + Diploma BA / BSc + Diploma BSc (Relevant Speciality)	1-5 years relevant experience
<b>Radiology</b>				
Sr. #	Position	No. Of Post	Qualification	Experience
1	Radiology Technician	4	Diploma in Radiography/ 2 Years SIH Rad/ Tech	1 year relevant experience
<b>Pathology/Laboratory</b>				
Sr. #	Position	No. Of Post	Qualification	Experience
1	Phlebotomist	7	Diploma in Relevant Field	1 year relevant post qualification experience

- 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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