

VACANCY ANNOUNCEMENT

Ref: 09/2022

Applications are invited for the following vacancy at PIC-MTI, Peshawar as per the following conditions:

ADMINISTRATIVE POSITIONS

S. NO.	NOMENCLATURE OF POST	GENDER	AGE (YRS)	QUALIFICATION/EXPERIENCE
1.	Assistant Manager Food & Nutrition Services	Male/ Female	N/A	Qualification: Bachelors Degree (14 Years of Education) from an HEC recognized University. Experience: 03 years post-qualification experience of supervision with the food and beverage industry, preferably with five-star hotels or reputed hospitals. Preference: Preference will be given to candidates: <ul style="list-style-type: none"> Having worked in ISO 22000 certified leading restaurants/hotels Nationwide/ reputed hospitals. Having Formal training/ Diploma in food services/ technology.
2.	Assistant Manager Finance	Male/ Female	45	Qualification: <ul style="list-style-type: none"> MBA Finance/ACCA/CA/ACMA or ICAP (CFAP Articles completed) from an HEC recognized University or institute. Experience: <ul style="list-style-type: none"> 03 years post-qualification experience in a leading role in a reputed organization is required.
3.	Executive Chef	Male/ Female	55	Qualification: SSC from a recognized Board and Institute. Experience: 05 years post-qualification experience of supervision with the food and beverage processing industry, preferably with five-star hotels/ hospital cafeterias/ Restaurants. Preference: Preference will be given to candidates: <ul style="list-style-type: none"> Having worked in ISO 22000 certified leading restaurants/hotels Nationwide OR having worked in JCI Accredited Hospital. Having formal training/diploma in a relevant field.
4.	Assistant Chef	Male/ Female	50	Qualification: SSC from a recognized Board and Institute. Experience: 03 years post-qualification experience of supervision with the food and beverage processing industry, preferably with five-star hotels/ hospital cafeterias. Preference: Preference will be given to candidates: <ul style="list-style-type: none"> Having worked in ISO 22000 certified leading restaurants/hotels Nationwide OR having worked in JCI Accredited hospital.
5.	Food Safety Officer	Male/ Female	45	Qualification: Bachelors (14 years of Education) in Food Technology from an HEC-recognized University Experience: 02 Years of post-qualification experience of supervision with the food and beverage industry preferably with the hotel industry/ reputed hospitals. Preference: Preference will be given to candidates: <ul style="list-style-type: none"> Having in-depth knowledge of local food laws will be preferred. Having formal training in food and safety standards will be preferred.
6.	Audit Officer	Male/ Female	40	Qualification: ICAP (CAF Qualified) / ICMAP (Strategic Level Qualified) / ACCA Affiliate /MBA (Finance)/ M.Com (Finance) or equivalent 16 Years of qualification in Finance from an HEC recognized University. Experience: 03 years of post-qualification audit experience in a reputable audit firm (Registered with ICAP).
7.	Biomedical Support Engineer	Male/ Female	40	Qualification: BS/BSC in Biomedical/Electronics/ Electrical/Mechanical degree from an HEC recognized University. Experience: 03-years post qualification relevant hands-on experience in the repair and maintenance of medical equipment is required. Preference: Preference will be given to candidates: <ul style="list-style-type: none"> Having worked in JCI Accredited hospital.
8.	Supervisor Food & Nutrition Services	Male/ Female	45	Qualification: Bachelors (14 years of Education) from an HEC recognized Institute. Experience: 02 Years of post-qualification experience in hospital administration/ cafeteria management/supervising kitchen staff/dealing with suppliers, and catering, is required. Preference: Preference will be given to candidates: <ul style="list-style-type: none"> Having worked in a reputed hospital cafeteria.
9.	Medical Transcriptionist	Male/ Female	45	Qualification: Bachelors (14 Years of Education) from HEC Recognized University. Experience: 02 year of post-qualification experience as a transcriptionist in a reputed hospital.
10.	Finance Assistant	Male/ Female	45	Qualification: MBA-Finance/M. Com (16 Years of Education) or equivalent Degree in Finance/Accounting. Experience: 01 year of relevant experience preferably in a reputed organization is required.
11.	Finance Cashier	Male/ Female	40	Qualification: B. Com or equivalent qualification recognized by HEC Recognized University/ Institute. Experience: 02 Years of experience in the relevant field in a public or private sector organization(s). Preference: <ul style="list-style-type: none"> Preference may be given to the candidates having cash management experience in a reputed hospital.
12.	Electromedical Technician	Male/ Female	40	Qualification: Diploma in Biomedical/ Electronics/ Electrical/Mechanical from a recognized board/institution. Experience: 02 years post qualification relevant hands-on experience in the repair and maintenance of medical equipment is required. Preference: Preference will be given to candidates: <ul style="list-style-type: none"> Having worked in JCI Accredited hospital.
13.	Cook	Male/ Female	45	Qualification & Experience: <ul style="list-style-type: none"> Preferably Literate. 03 Years experience as a cook specialized in Pakistani, Continental, Chinese, and Italian cuisines in a reputed restaurant/ hotel/ hospital cafeteria.
14.	Waiter	Male/ Female	30	Qualification & Experience: <ul style="list-style-type: none"> Preferably Literate. 01 Year of relevant experience is required in a reputed restaurant/ hotel.
15.	Dish Washer	Male/ Female	30	Qualification & Experience: <ul style="list-style-type: none"> Preferably Literate. 01 Year of relevant experience is required in a reputed restaurant/ hotel.

CLINICAL POSITIONS

S. NO.	NOMENCLATURE OF POST	GENDER	AGE (YRS)	QUALIFICATION/EXPERIENCE
16.	Charge Nurse	Male/ Female	45	Qualification: <ul style="list-style-type: none"> BSc Nursing with compulsory internship/ Post RN B.Sc. N OR Diploma in Nursing and midwifery/ Speciality Diploma. Updated PNC Registration is mandatory. Experience: <ul style="list-style-type: none"> 01-year post-qualification clinical experience in a reputed hospital. Preference: Preference will be given to candidates: <ul style="list-style-type: none"> Having experience in cardiac care.

TERMS & CONDITIONS:

HOW TO APPLY:

- Job Application Form is available on website www.pic.edu.pk application is acceptable only on a prescribed form. Applications accompanied with complete *Job Application Form, Covering Letter, including the names, postal and email addresses of 03 referees, Academic Credentials, Qualification, Experience, Domicile certificates* / along with 02 photographs and CNIC photocopy duly attested with respective original bank deposit slip/bank draft must be received at below address through registered courier service, in the name of "Hospital Director, Peshawar Institute of Cardiology MTI Receipt Account No. 0083-0000-0165-1008 Bank of Khyber, Phase 5, Hayatabad Branch, Peshawar (as processing fee, non-refundable) as per the fee schedule given below:

PAYMENT SCHEDULE	
Description	Payment
Sr. 01-16	Rs.500/-

- The service of the candidates will be governed under the Khyber Pakhtunkhwa Medical and Teaching Institution Reforms Act, 2015 including its amendments and Regulations of the institution.
- Candidates should be eligible in all respects including qualification (*Degree and Diploma*), experience (*only post qualification experience will be considered which is duly issued by either Administration / Human Resources or Establishment department of the institution concerned with proper references and date of issuance*), age (*calculated as on last day of the advertisement*) before the closing date of the advertisement.
- The following applications **will be subject to disqualification and will not be entertained:**
 - Incomplete applications i.e. Missing Job Application Form, Missing or irregular experience certificates as mentioned in serial 3, Missing Diploma or Degree as per requirement/criteria.
 - Late submission i.e. applications received after the due date.
 - Application received without processing fees shall not be entertained.
 - Candidates will be disqualified if found of any perjury in documentation/credentials at any stage of the process or employment.
 - Attempts to influence any member of the recruiting committees.
 - Attempts to obtain submission for his/ her candidature by improper means.
 - Emails or by hand submissions will not be entertained.
 - For a qualification to be valid, a degree is a must, the mere submission of a marks sheet/ Transcript/DMC/ course completion certificate will lead to applications deemed incomplete and will, therefore, be rejected.
- An application received after the closing time and date shall stand automatically rejected.
- Candidate already in government service should apply through proper channel, alongwith NOC from the concerned organization, clearly stating the length of service and other particulars.
- Only shortlisted candidates will be called for interviews.
- Candidates claiming age relaxation shall complete all the requirements and due process at the time of applying for the job.
- The decision of the competent authority shall stand final.
- No TA/DA will be admissible for the Test/Interview.
- In case of appointment, the candidate will become a full-time, institutional employee and will have to resign from his/her existing employment with any-other public/private entity national or foreign, including, but not limited to civil services of Pakistan
- The institution reserves the right to decrease/increase the positions or revoke the hiring process at any stage without assigning any reason.**

Last date of applying is July 14, 2022

PIC-MTI is committed to achieving workforce diversity in terms of gender and culture.

We further encourage Individuals from minority groups, indigenous groups, and persons with disabilities to apply.

HOSPITAL DIRECTOR
Peshawar Institute of Cardiology – Medical Teaching Institution
Email ID: prerecruitment@pic.edu.pk
5-A, Sector B-3, Phase -V, Hayatabad Peshawar, Khyber Pakhtunkhwa, Pakistan



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