



**Project Management Unit**  
**“Punjab Public Health Agency (PPHA)”**  
PRIMARY AND SECONDARY HEALTHCARE DEPARTMENT, GOVT. OF PUNJAB

**CAREER OPPORTUNITIES**

Project Management Unit for Punjab Public Health Agency under the stewardship of Primary and Secondary Healthcare Department seeks to hire the following positions on market competitive compensation packages

Position & No. of posts	Qualification	Experience
<b>Chief Operating Officer (1)</b>	Minimum 16 years of education with Post-graduation degree from HEC recognized university	Minimum of 08 years of post-qualification senior leadership experience in the public/private sector of which at least 05 years is in a senior operational leadership role managing administration, finance and human resource functions. Proven extensive judgment and originality to understand and evaluate operational aspects. Preference will be given to people having experience in Health Sector. Experience of working with public sector and exceptional communication skills are highly desirable.
<b>Manager Finance &amp; Admin (1)</b>	MBA (Finance) or CA/ACCA or Minimum 16 years of education in Commerce, Finance or equivalent qualification from HEC recognized university.	Minimum of 3-5 years' experience in Financial and Administrative Management. Experience of portfolio management both in Public and Private Sector is desirable. Preference will be given to people having worked with international organizations/donor agencies. Knowledge of relevant govt financial rules and regulations; Computer proficiency; and good communications skills are desirable.
<b>Assistant Manager Contracts &amp; Procurement (1)</b>	Minimum 16 years of education in Administration/Engineering/Social Sciences from a HEC recognized university	Minimum of 03 years of post-qualification experience in the procurement of services and consultants in both public and private sector. Experience of developing RFPs, TORs, Technical evaluation criteria for international public/private sector agencies like World Bank, DFID will be preferred. Knowledge and experience of procurement according to PPRA Rules is essential. Computer proficiency and good communications skills are desirable.

1. Candidates having domicile of Punjab only and fulfilling the above-mentioned criteria should send their job application in a sealed envelope stating the position applied for, along with, detailed CV; attested educational transcripts, passport size photograph, a copy of CNIC, domicile and experience certificates through by hand/courier/registered post on the below mentioned address up till **19.02.2018**. **Applications not fulfilling the above-mentioned criteria or incomplete applications would be rejected.**
2. Candidates already working in Govt. /Semi Govt. /Autonomous bodies may apply through proper channel.
3. Candidates shall produce original documents, along with a set of attested copies of all the relevant documents, at the time of interview.
4. Only shortlisted candidates fulfilling the above-mentioned criteria will be called for interview. No T.A/D.A will be admissible for the test/interview.
5. PMU for PPHA is an equal opportunity employer.

ASSISTANT MANAGER  
PMU FOR PUNJAB PUBLIC HEALTH AGENCY  
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