

## JOB OPPORTUNITIES

The MTI Nowshera is an autonomous medical teaching institution with a board of governors as prescribed by the government of Khyber Pakhtunkhwa under Medical Teaching Institutions Reform Act 2015 and amendments therein, committed to *excellence in medical education, research, patient care and community involvement*.

The MTI Nowshera invite applications for the following senior management level positions on such terms and conditions as the Board may determine.

Nomenclature of Post	Nomenclature of Post
<p><b>1- DEAN NMC- MTI NOWSHERA</b></p> <p><b>Qualification &amp; Experience:</b> A medical academic with either a Ph.D degree or a medical qualification such as MBBS or equivalent, plus a higher diploma, such as a FCPS, FRCP, FRCS, or a US Board certification or equivalent.</p> <p>Dean will be of national and, preferably, international reputation in his/her field, which may be in the basic or clinical sciences with at least 07 years administrative experience as head of a department, unit, program, or institution, with recognized/demonstrated leadership qualities, a track record in teaching, and a commitment to medical education and research.</p> <p>Proof of research paper in index medical journal must be provided</p> <p><b>Main Responsibilities:</b> The main responsibilities of the Dean will be as per MTI Reforms Act &amp; Regulations outlined in section-7 of policy Board Regulations</p>	<p><b>2- HOSPITAL DIRECTOR QHAMC- MTI NOWSHERA</b></p> <p><b>Qualification &amp; Experience:</b> 1) Master's degree in hospital management or health services management or business management or public health or public administration or any other relevant management qualifications having at least 07 years experience of management in any major hospital, organization or health institution. 2) A candidate with a recognized medical degree may also apply for the post of hospital director with the condition that he shall have an additional management degree and required experience and shall have no right to do private practice.</p> <p><b>Main Responsibilities:</b> The main responsibilities of the hospital director will be as per section-11 of MTI Reforms Act &amp; Regulations there under.</p>
<p><b>3- MEDICAL DIRECTOR QHAMC- MTI NOWSHERA</b></p> <p><b>Qualification &amp; Experience:</b> Recognized medical degree (such as MBBS or equivalent, plus a higher diploma, such as FCPS, FRCP, FRCS, or a US Board certification or equivalent (PMC Level- III qualification) with management or administrative experience of not than 07 years in senior management positions in a healthcare institution or organization.</p> <p>The candidates will have a record of excellence in clinical care, and have at least (03) three years experience in leading a major hospital clinical unit in any clinical discipline, including medicine and its subspecialties, surgery and its subspecialties, paediatrics and its subspecialties, obstetrics/gynaecology and its subspecialties, radiology and imaging services, pathology, and any other major clinical units.</p> <p><b>Main responsibilities:</b> The main responsibilities of the medical director will be as per section 13 of the MTI Reform Act and Regulations there under</p>	<p><b>4- DIRECTOR FINANCE- MTI NOWSHERA</b></p> <p><b>Qualification:</b> (I) Shall be chartered accountant with 05 years post qualification experience in finance and/or accounts in a major private or public company/institution <b>OR</b> (II) Having ICMAP certification or a master's degree in finance or accounts, with 8 years post qualification experience in finance and/or accounts in a major private or public company/institution.</p> <p><b>Main Responsibilities:</b> The main responsibilities of the director finance will be as per section 10(e) of Policy Board regulations</p>
<p><b>5- SECRETARY BOG MTI NOWSHERA</b></p> <p><b>Qualification &amp; Experience:</b></p> <ol style="list-style-type: none"> <li>The candidate must have minimum bachelor degree preferably master degree in management sciences/LLB or equivalent qualification from a HEC recognized university with minimum 05 years relevant experience such as company secretary/ legal advisor/ secretarial practitioner in a public/ semi- autonomous /autonomous or private sector organization/ hospitals.</li> <li>Excellent command in communication in oral and written form in both urdu and english. Must be well conversant to use computer and short hand skills and able to understand medical and health related terminology.</li> <li>Must have strong organizational and interpersonal skills and ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work. Secretary BoG will report to the board/chairman board.</li> </ol> <p><b>Main Responsibilities:</b> The main responsibilities of the secretary to the board will be as per section 6 sub-section 10 of MTI Reforms Act &amp; Regulations there under</p>	

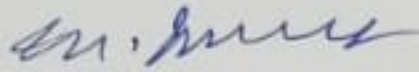
## TERMS & CONDITIONS

- The positions of Dean, HD, and MD shall be filled on contract basis for a period of five (05) years while the post of DF and Secretary BoG shall be filled on contract basis for a period of three (03) years and shall be eligible for re-appointment at the discretion of the Board.

2. The Dean and MD, on appointment, shall simultaneously receive a faculty appointment at a level commensurate with his/her qualifications and the prescribed Institutional requirements for the faculty post, which appointment shall not be limited to the term applicable to the office of Dean and MD.
3. Attractive salary package and benefits would be offered to the selected person.
4. The services will be governed under the Khyber Pakhtunkhwa Medical Teaching Institutions Reforms Act, 2015 (amendment from time to time) and MTI Regulations.
5. Incomplete and late submitted applications will not be entertained.
6. Civil servants applying for the post must resign from civil service. If the resignation from civil service is not accepted within the probation period, in case of selection, the employment shall stand terminated *ib initio*. Civil servants on long leave from civil service must not apply.
7. A candidate may be disqualified and /or excluded from interview if he/ she was (a) Has ever been convicted by court of Law, (b) Has been dismissed from public service for major reason. (c) Knowingly furnishes any false information or suppresses any information which may lead to his/ her disqualification. (d) Attempts to obtain support for his/ her by improper mean. (e) Tempers with the entries in his/ her age and academic certificates. (f) Submit forged certificates/ documents for his/ her selection and (g) Misbehaves in the interview
8. No TA / DA will be allowed.

#### HOW TO APPLY

1. Applications accompanied with complete bio-data and academic / experience certificates along with 02 passport size photographs and photocopy of CNIC duly attested must reach the Office of the Chairman Board of Governors MTI- Nowshera, within 15 days of publication of this advertisement. In case the last day for submission of applications falls on holiday the next working day will be considered as last day for submission of applications.
2. Application can be submitted through **registered postal mail or courier service**. Application form may be downloaded from official website of QHAMC/NMC [www.nmcn.edu.pk](http://www.nmcn.edu.pk).
3. Copy of valid PMDC/PMC registration must be attached with application for Dean NMC and MD QHAMC, Nowshera



**CHAIRMAN BOARD OF GOVERNORS**  
Medical Teaching Institution (MTI) Nowshera