



Punjab Health Foundation

CAREER OPPORTUNITY



Punjab Health Foundation offers a unique opportunity to talented and dynamic professionals eager to work in an excellent environment with a potential of extraordinary professional growth. Applications are invited from eligible candidates having requisite qualification and experience given, hereunder, for the following posts:

Sr. No	Post	Age (Years)	No. of Posts	Qualification/Experience
1.	Manager (Business Development)	30-45	01	<ul style="list-style-type: none">• MBA/MS/Masters in Economics/Marketing/International Relations/Project Management/International Business from recognized National or Foreign University.• Trackable record/experience in reputable firms/organizations regarding business development and project management.• The Manager Business Development must have a proven track record of 10 years working experience.• Must have sound knowledge of all the procedures involved in business development.• Proficiency in computer programs such as Microsoft Office and experience in operating the SPSS/Microsoft Project 2010.
2.	Manager Monitoring & Evaluation	30-45	01	<ul style="list-style-type: none">• The incumbent must be a Postgraduate Degree holder in Business Administration OR Financial Management OR Law OR Public Administration OR Public Policy OR International Business from

				<p>recognized National and Foreign University.</p> <ul style="list-style-type: none"> • Minimum 5 years previous working experience in M&E (Designing monitoring frameworks, impact evaluation and developing institutional KPI's). • Previous experience of working in health sector will be preferred but not necessary.
3.	Assistant (Admin)	20-30	03	<ul style="list-style-type: none"> • BA/BSc/B.com/BBA with 2 years' experience or FA/FSC/I.COM with 3 years of experience in government/semi-government sector
4.	Procurement Officer	25-35	01	<ul style="list-style-type: none"> • MA/MSc/BBA/BSc/B.com/BA with 2 years' experience in procurement preferably with PPRA rules.
5.	Recovery Officer	25-45	02	<ul style="list-style-type: none"> • BSc/B.com/BBA/BA with minimum 3 years of work experience in any recovery department of any reputable Banks/MFIs or Financial Institutions
6.	Assistant Finance Officer	20-30	02	<ul style="list-style-type: none"> • MBA (Finance)/M.com with 3 years' experience of finance. • B.com (2nd Division) from recognized University with 5 years' experience of finance.
7.	Senior Developer	25-40	01	<ul style="list-style-type: none"> • Master's or Bachelor's degree in IT, Computer Sciences, Software Engineering OR related discipline (16 years' education). • 5+ years' experience of application program development • Extensive experience in software development, scripting and project management. • Experience using system monitoring tools (e.g. New Relic) and automated testing frameworks.

				<ul style="list-style-type: none"> • Knowledge of selected programming languages (e.g. RoR, Angular, C++) and the Java/J2EE platform • In-depth knowledge of relational databases (e.g. PostgreSQL, MySQL, Oracle, SQL Server) and NoSQL databases (e.g. MongoDB) • Familiarity with various operating systems (Linux, Mac OS, Windows).
8.	Front End/Graphic Designer	25-35	01	<ul style="list-style-type: none"> • Bachelor's degree with Diploma in Graphics Design with 2+ years' experience in Adobe Photoshop, Illustrator, HTML and other graphic tools OR • Intermediate with Diploma in Graphics Design with 5+ years' experience in Adobe Photoshop, Illustrator, HTML and other graphic tools

- Candidates must possess **interpersonal, presentation, leadership, analytical and problem solving skill set.**
- Candidates desirous of applying against the above-said posts should ensure that they fulfil the **Job Requirements of the posts** given on PHF website www.phf.punjab.gov.pk.
- Interested candidates having relevant Degrees/ Certificates from reputable HEC recognized Universities/ fora should apply along with attested copies of educational / experience documents with two passport size photographs on NTS Website. Only short listed candidates will be invited for interviews / selection process.
- Female candidates with required experience & qualification are strongly encouraged to apply.
- Government servants may apply through proper channel and, if selected, they will be offered market based salary as per rules.
- PHF reserves the right to cancel the entire process of recruitment without any notice.
- Candidates must hold the domicile of Punjab.
- All approved quotas of the government will be observed.
- No TA/DA will be admissible for the interview.
- Last date of submission of application is 28th March, 2022.

Manager (Admn & HR)
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