

OFFICE OF THE HOSPITAL DIRECTOR MTI, MARDAN MEDICAL COMPLEX, MARDAN

Applications are invited from the candidates having domicile of KPK & its merged districts for the following positions on contract basis at MTI MMC Mardan.

S#	Positions	Equiv. to BPS	Qualification & Experience
01	Assistant Manager Finance No. of Post: 01	17	<ul style="list-style-type: none"> MBA in Finance/ Accounts/ Economics or other relevant qualification (16 year's education) from HEC recognized University. Minimum 05 Year of experience in Accounts & Finance in a well reputed organization. Experience in tertiary care hospital will be preferred.
02	Assistant Manager HR No. of Post: 02	17	<ul style="list-style-type: none"> MBA HRD or any Master degree i.e. 16 years of education. Relevant Diploma in HR will be preferred. Minimum 05 year experience in HR department.
03	Assistant Manager Quality No. of Post: 01	17	<ul style="list-style-type: none"> Master Degree in Total Quality Management (TQM)/ MBA HR/Finance/Environmental Sciences or MBBS with Master in Public Health or any other relevant equivalent qualification. ISO Relevant Certification will be an advantage. 05 years post qualification work experience in Quality system development in healthcare institutions related to QMS. Preference will be given to those candidates having served in a JCI accredited facility or international certification in Healthcare Quality.
04	Assistant Manager Monitoring & Evaluation No. of Post: 01	17	<ul style="list-style-type: none"> Master Degree in Total Quality Management (TQM)/Business Administration/Management/Economics/Statistics/Environmental Sciences from HEC recognized degree awarding institute/university or MBBS with Master in Public Health/Health Administration. ISO Relevant Certification will be preferred. 05 years post qualification work experience in the field of Monitoring and Evaluation. Preference will be given to those candidates having served in a JCI accredited facility or international certification in Healthcare Quality.
05	Internal Audit Assistant No. of Post: 02	16	<ul style="list-style-type: none"> MBA/BBA (Hons) in Finance or equivalent qualification (16 year's education) from HEC recognized university. Minimum 02 Year of experience in Audit from a well reputed registered institute/ organization. Experience in tertiary care hospital or chartered Firm will be preferred.
06	Finance Cashier No of posts: 15	12	<ul style="list-style-type: none"> Bachelor Degree in Finance/ IT or any other Bachelor degree (14 year's education) from HEC recognized university. For General Bachelor Degree Diploma in Information Technology only from Khyber Pakhtunkhwa BTE/TTB. Minimum 02 Year of relevant experience in a well reputed registered institute/ organization. Computer Typing Speed of 30 words per minute.
07	Junior Clerk No. of Post: 17	11	<ul style="list-style-type: none"> 2nd class bachelor Degree with 2 years relevant experience in the same field. 06 Months Computer Certificate from registered institute with knowledge of MS Office. Computer Typing Speed of 40 words per minute.
08	Mechanic/ AC Mechanic No. of post: 02	09	<ul style="list-style-type: none"> SSC with 01 year Diploma in relevant field from recognized board or institutions. 03 years relevant experience in any Govt. /Semi Govt. or Govt. registered organization.

TERMS & CONDITIONS:

- In-service employees shall apply through proper channel, wherein upon selection they will have to resign from their post.
- No TA / DA will be admissible for test/ interview.
- The MTI-Mardan is an equal opportunity Employer.
- The competent authority has the right to increase/decrease or cancel any or one of the positions.

HOW TO APPLY:

- Interested candidates must visit NTS web site: www.nts.org.pk to apply online within 20 days of publication of advertisement. Submit your test fee via 1Link 1Bill Participating Banks/ATM/Internet Banking/Mobile Banking/Easy Paisa/Jazz Cash/TCS Express Counters by downloading fee challan from NTS website.
- The candidates shall send hard copy of duly filled online application form along with required attested testimonials i.e. 2x attested recent passport size photos, CNIC, domicile and attested copies of educational degrees/certificates, Experience certificates to **NTS Headquarters (MTI, Mardan Project), Plot #96, Street #04, Sector H-8/1, Islamabad** within due date.
- Only online filled Application Forms within due date will be entertained. Hand written and by hand submitted Application Forms will not be entertained.
- Separate Application Form must be sent for every post in case of applying for more than one category/post.
- For further information and test details, please keep visiting www.nts.org.pk or call at 051-8444441.

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HOSPITAL DIRECTOR