

DOW UNIVERSITY OF HEALTH SCIENCES

VACANCIES AT DOW UNIVERSITY HOSPITAL

S.No.	Post	BPS / Contract	Qualification and Experience
1.	Senior Medical Officer - Emergency Medicine - Intensive Care Unit - Cardiac Surgery - Liver and GI - Neurosurgery - Anesthesia - Obs. & Gynae	Contract	<p>Qualification: a) MBBS with Additional Diploma in the relevant Field</p> <p>Experience: a) Minimum five (5) years post-MBBS related experience with one-year house job OR Minimum three (3) Years' experience in case of additional diploma or MCPS</p>
2.	Medical Officer - Emergency Medicine - Intensive Care Unit - Cardiac Surgery - Liver and GI - Neurosurgery - Anesthesia - Obs. & Gynae	Contract	<p>Qualifications: a) MBBS, with diploma in relevant discipline preferred.</p> <p>Experience: Minimum three (3) years post-MBBS with one year house job OR Minimum one (1) year of experience with diploma</p>
3	Manager Human Resource Department	Contract	<p>Qualification: MBA in Human Resource Management with strong computer skills with demonstrated knowledge of Microsoft Word, Excel, Access and PowerPoint. Candidate should be people oriented and result driven and must have excellent active listening, negotiation and Presentation skills along with knowledge of Human Resource System and databases, ability to architect strategy along with leadership skills and competence to build and effectively manage interpersonal relationships at all levels of the Hospital.</p> <p>Experience: Minimum three (3) Years of Relevant Job Experience proven as Human resource manager or other Human Resource Executive with Demonstrated experience in Human resource metrics.</p>
4.	Assistant Manager Human Resource Department	Contract	<p>Qualification: BBA in Human Resource Management with strong computer skills with demonstrated knowledge of Microsoft Word, Excel, Access and PowerPoint. Candidate should be people oriented and result driven and must have excellent active listening, negotiation and Presentation skills along with knowledge of Human Resource System and databases and ability to architect strategy along with leadership skills and to manage interpersonal relationships at all levels of the hospital.</p> <p>Experience: Minimum two (2) Years of Relevant Job Experience. Proven working experience as Human Resource Generalist or other Human Resource executive along with demonstrable experience with human resources metrics.</p>
5.	Nursing Supervisor/ In charge - Emergency Medicine - Intensive Care Unit - In Patient Wards	Contract	<p>Qualification: Graduate (BSN) from a reputable Nursing school with a valid registration with PNC with strong computer skills with demonstrated knowledge of Microsoft Word, Excel, Access and PowerPoint. Masters in Nursing will be Preferred.</p> <p>Experience: Minimum four (4) years' experience as Registered Nurse in a Hospital environment. Experience in a supervisory role will be preferred.</p>
6.	Registered Nurse - In Patient Wards - Emergency Medicine - Operation Theater - Intensive Care Unit	Contract	<p>Qualification: Minimum Intermediate with relevant Diploma. Preference will be given to Graduate (BSN) from a reputable nursing school with a valid PNC.</p> <p>Experience: Minimum two (2) years' experience as Registered Nurse in relevant area of specialization.</p>
7.	Cardiac Perfusionist	Contract	<p>Qualification: Bachelor's degree in Cardiac Perfusion Sciences with Proficiency in using electronics, medical software, and general computer software and hardware.</p> <p>Experience: Minimum five (5) years of post-graduate experience.</p>

8.	Technicians - Operation Theater - Anesthesia - Electrocardiography - Intensive Care Unit - Nursing	Contract	Qualification & Experience: Matric + Certificate in relevant field with four (4) or more years' experience. OR Intermediate + Certificate in relevant field with minimum two (2) years' experience. OR Graduate + Certificate in relevant field with minimum one (1) years' experience.
9.	House Keeping Supervisors	Contract	Qualification: Matriculation/Intermediate with ability to use cleaning equipment and products, Excellent organizational and team management skills and stamina to handle physical demands of the job. Candidate must also have flexibility to work various shifts, including evening and weekends. Experience: Candidate must have work experience as a house keeping supervisor or similar role with Hands on experience with cleaning and Maintenance tasks of Hospital.

INSTRUCTIONS

1. Only Sindh domiciled are eligible.
2. **Existing Contracted and Third-Party Employees of DUHS and DUH are encouraged to apply.**
3. All Applications Must Include: Resume; Two Passport-size Photographs; One Set of Attested Copy of Degrees/Diplomas; Name & contact of Three Referrees; Attested Accrediting Agency Certification (PMDC, CPSP, etc.).
4. Incomplete Applications Will Not Be Entertained.
5. All Information Will be Kept Confidential
6. Dow University of Health Sciences Reserves The Right To Cancel Any OR All Applications.
7. Only short listed candidates will be interviewed.
8. Applicants Currently in Government Service Should Apply Through Proper Channel
9. No TA/DA will be admissible.
10. Last Date For Submission Of Job Application is **December 17, 2018**. Completed Application **Must Be Mailed** Via Courier Service To: Additional Director – Human Resources, Dow University of Health Sciences, 1st Floor Administration Block, Baba-e-Urdu Road, Karachi, Sindh, Pakistan
11. Application form must also be fully filled (along with all relevant details) **online at www.duhs.edu.pk**

NOTE: APPLICATIONS SUBMITTED IN PERSON WILL NOT BE ACCEPTED.

POSTAL ADDRESS

The Additional Director- Human Resource
Dow University of Health Sciences
1st Floor Administration Block
Baba-e-Urdu Road Karachi, Pakistan.