

VACANT POST

Applications are invited from the Punjab Domiciled candidates for appointment on the following post on contract basis for a period of 4 years.

S.R.#.	POST	AGE	PAY	QUALIFICATION AND EXPERIENCE
1	Administrator (01 Post)	Not more than 65 years of age on the last date of submission of application	Upto PKR 1,000,000/- (One Million) per month (Lump Sum) (Negotiable)	<ul style="list-style-type: none"> • MBBS with postgraduate Level-III qualification recognized by PMDC (erstwhile PMC)/ HEC with at least 15 years of post-qualification (Level-1) overall relevant experience. • A recognized postgraduate with additional relevant qualifications in Public Health/ Finance/ Management/ Law shall be given preference. • Experience of working in a leadership position and at least 03 years of work experience in Organ Transplantation shall be preferred. • Research publications (PubMed/PMDC/HEC) shall be given preference. • The overall combinational experience including Academic, Clinical, and Operational along with Budgeting, Organizational, and Management experience shall be considered. • The candidate shall possess knowledge of regulatory standards, their compliance and justiciable financial, administrative, analytical and communication skills.

TERMS AND CONDITIONS:

- Ineligibility:
 - a) is a member of the Federal or Provincial legislature, local council or local body constituted under any law;
 - b) in the service relating to the affairs of the Federation or Province or hold any office for which salary or other remuneration is payable out of public funds at the time of joining the position
 - c) has been convicted for an offence involving moral turpitude;
 - d) is a member of Monitoring Authority of PHOTA.
 - The candidate, if selected, shall submit an affidavit before joining the said post declaring that he/she shall not own a clinic or hospital or has an interest/ share or work in the healthcare establishment where organ transplantation is performed. Moreover, Transplant Clinician shall not work after being selected for the post of DG/Administrator in any healthcare establishment.
 - This shall be a full-time/ non-practicing post.
 - Final appointment shall be subject to the verification of educational degrees & experience certificates (any expenditure in this regard shall be borne by the candidate).
 - Applicants are required to submit application / dossier(s) on the prescribed proforma which can be downloaded from the website www.phota.punjab.gov.pk/career or can be obtained from the Diary Section of the Punjab Human Organ Transplantation Authority (PHOTA), Head Office, 39, Shadman-1, Shadman Market, Lahore, along with a non-refundable bank draft of Rs. 2000/- In favor of Director General /Administrator PHOTA Lahore.
- Submissions of following attested copies are mandatory along with the application:
- a. Updated CV (Curriculum Vitae);
 - b. The educational Degrees/Diplomas/Certificates;
 - c. Valid PMDC (erstwhile PMC) Registration Certificate;
 - d. Good standing Certificate from PMDC (erstwhile PMC)
 - e. Provisional Certificates / Result Cards of all professional examinations.
 - f. All the Experience Certificates till the date of application duly issued by the concerned Competent Authorities.
 - g. Valid National Identity Card;
 - h. Domicile,
 - i. 3 Fresh passport size colored photographs;
 - j. Verifiable Research Publications (PubMed/PMDC/HEC)
- The applicants having foreign qualification must submit PM&DC (erstwhile PMC)/ HEC equivalence certificate.
 - Government employees shall submit their applications through proper channel.
 - Only short-listed candidates shall be called for interview.
 - Incomplete applications shall not be considered.
 - No TA & DA shall be allowed for the process.
 - The selection criteria for the post is available on the Authority's official website: www.phota.punjab.gov.pk/career.
 - The applications in hard form (complete in all respect, alongwith proforma) shall be submitted in the office of the Secretary, Government of the Punjab, Specialized Healthcare & Medical Education Department, 11-A, Lawrence Road, Lahore till 16th December (Monday), 2024 by 5:00 PM.
 - For further information, please contact Dr. Hafiz Muhammad Waseem, Additional Secretary (Technical), SHC & ME Department (042-99206230). (IPL-10372)