



PIR ABDUL QADIR SHAH JILLANI INSTITUTE OF MEDICAL SCIENCES, GAMBAT, DISTRICT KHAIRPUR MIRS'

CAREER OPPORTUNITIES

FACULTY POSITIONS

S. No.	Name of Posts	Nature of Job	Qualification & Experience: As per PM&DC 2018
1	<p>Professor <u>Basic Sciences Subjects:</u> Anatomy, Physiology, Biochemistry, Pharmacology, Forensic Medicine, Pathology</p> <p><u>Clinical Subjects:</u> Surgery, EYE, ENT</p>	Contractual (Extendable)	<p>Qualification: After MBBS, PM&DC and HEC recognized and verified Level III qualification (FCPS, MS, MD, MPhil, PhD) in the respective subject in the relevant subject</p> <p>Experience: At least Three years as Associate Professor in the respective subject. OR Nine years teaching experience as an Assistant Professor in the respective subject.</p> <p>Publications: A total of Fifteen (15) research publications in relevant subject, of which Six (6) should be during last three years as Associate professor after 31st December 2020.</p>
2	<p>Associate Professor <u>Basic Sciences Subjects:</u> Anatomy, Physiology, Biochemistry, Pharmacology, Forensic Medicine, Pathology, Community Medicine,</p> <p><u>Clinical Subjects:</u> EYE, ENT</p>	Contractual (Extendable)	<p>Qualification: PM&DC recognized Level II b or Level III Qualifications in respective basic subjects OR Equivalent PM&DC Level II b or Level III qualifications in the respective speciality recognized / registered by PM&DC and verified by HEC</p> <p>Experience: Five years teaching experience as an Assistant Professor in the relevant subject.</p> <p>Publications: A total of Nine (9) research publications in relevant subject, of which Seven (7) as Assistant Professor after 31st December 2020</p>
3	<p>Assistant Professor <u>Basic Sciences Subjects:</u> Anatomy, Physiology, Biochemistry, Pharmacology, Forensic Medicine, Pathology, Community Medicine,</p> <p><u>Clinical Subjects:</u> EYE, ENT</p>	Contractual (Extendable)	<p>Qualification: PM&DC recognized Level II b or Level III Qualifications in respective basic subjects OR Equivalent PM&DC Level II b or Level III qualifications in the respective speciality recognized / registered by PM&DC and verified by HEC</p> <p>Experience: Two years teaching experience as Demonstrator/Lecturer before or after Level-II b qualification or one year teaching experience as Demonstrator / Lecturer before or after Level-III qualification.</p>

			<p>Publications: Two research papers will be required after 31st December 2018 in relevant subject.</p>
4	<p>Lecturer/ Demonstrator <u>Basic Sciences Subjects:</u> Anatomy, Physiology, Biochemistry, Pharmacology, Forensic Medicine, Pathology, Community Medicine</p>	Contractual (Extendable)	<p>Qualification: MBBS fully recognized/registered by the PM&DC</p> <p>Experience: Teaching experience will be preferred</p>

ADMINISTRATIVE POSITIONS Qualification & Experience: As per HEC Criteria

5	<p>Deputy Director Office of Research innovation and commercialization (ORIC)</p>	01 Post	<p>Qualifications: A minimum of a MPhil in a relevant field (PhD preferred).</p> <p>Experience:</p> <ul style="list-style-type: none"> • At least 5 years of experience in research management, technology transfer, or related fields, preferably in a university or research institution setting. • Strong understanding of intellectual property rights, technology transfer processes, and commercialization strategies. • Excellent leadership, communication, & interpersonal skills. • Proven ability to collaborate effectively with diverse stakeholders and build partnerships. • Knowledge of research funding mechanisms and experience in grant writing and management. • Can perform on his/her own any other task assigned by the Director. <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Assist the Director in developing and implementing policies and initiatives to foster a culture of research excellence and innovation. • Provide leadership and guidance to research teams and faculty members to enhance research productivity and quality. • Identify opportunities for collaboration with industry partners, government agencies, and other stakeholders to promote technology transfer and commercialization of research outcomes. • Oversee the management of intellectual property (IP) assets and facilitate the process of patenting and licensing inventions. • Coordinate with relevant departments and offices to ensure compliance with regulatory requirements related to research and commercialization activities.
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			<ul style="list-style-type: none"> • Lead efforts to secure research funding from external sources, including grants and contracts. • Represent the ORIC at meetings, conferences, and other events to promote its objectives and initiatives.
6	Deputy Director Quality Enhancement cell (QEC)	01 Post	<p>Qualification:</p> <p>A minimum of a Master's degree in a relevant field (e.g., MBA, Healthcare Management or equivalent degree).</p> <p>Experience:</p> <ul style="list-style-type: none"> • Previous experience of 5 years in quality assurance and enhancement in a higher education institution, preferably in a medical college or healthcare setting. • Strong understanding of quality assurance principles, accreditation standards, and regulatory requirements related to medical education. • Excellent analytical, communication, and interpersonal skills. • Ability to work effectively in a collaborative, team-oriented environment. • Proficiency in data analysis tools and techniques. • Familiarity with the accreditation process and requirements of relevant regulatory bodies. • Demonstrated leadership abilities and project management skills. <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Collaborate with the Director QEC in the planning, development, and implementation of quality enhancement strategies and initiatives. • Assist in the establishment and maintenance of quality assurance procedures to ensure compliance with national and international standards. • Conduct assessments and evaluations of academic programs, teaching methodologies, and support services to identify areas for improvement. • Coordinate with faculty members, administrators, and staff to promote a culture of quality and continuous improvement throughout the institution. • Oversee the collection, analysis, and reporting of data related to academic quality and institutional effectiveness. • Organize workshops, training sessions, and other professional development activities to enhance faculty and staff awareness of quality assurance principles and practices. • Serve as a liaison between the QEC and various internal and external stakeholders, including regulatory bodies and accreditation agencies. • Participate in accreditation processes and assist in the preparation of documentation and reports required for accreditation purposes.

7	Deputy Director Medical Education	01 Post	<p>Qualifications: Medical degree (MBBS with MHPE) from a recognized institution are highly desirable.</p> <p>Experience:</p> <ul style="list-style-type: none"> • Minimum of 5 years of experience in medical education, curriculum development, or educational leadership roles. • Demonstrated expertise in educational theory, instructional design, & assessment methodologies. • Strong organizational skills with the ability to manage multiple projects and priorities effectively. • Excellent communication, interpersonal, and team-building skills. • Proficiency in computer applications and educational technologies. <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Assist the Director of Medical Education in developing and implementing educational policies, procedures, and standards. • Collaborate with faculty members to design, implement, and evaluate innovative and effective teaching strategies. • Provide guidance and support to faculty in curriculum development, assessment methods, and educational technologies. • Coordinate faculty development programs, workshops, and seminars to enhance teaching skills and educational leadership. • Monitor and evaluate the effectiveness of educational programs through feedback mechanisms, assessment data, and outcomes analysis. • Ensure compliance with PMDC accreditation standards, regulatory requirements, and institutional policies related to medical education. • Participate in departmental meetings, committees, and working groups to contribute to strategic planning and decision-making. • Foster a culture of professionalism, integrity, and academic excellence among faculty, students, and staff members.
8	Deputy Controller Examination Department	01 Post	<p>Qualifications: A Master's degree in a relevant field (e.g., MBA, Education, Administration, Healthcare).</p> <p>Experience:</p> <ul style="list-style-type: none"> • Minimum of 5 years of experience in examination administration, preferably in a medical college or similar educational institution. • Strong understanding of examination policies, procedures, and regulations. • Excellent organizational, communication, and interpersonal skills.

			<ul style="list-style-type: none"> • Ability to work effectively in a fast-paced environment and manage multiple priorities simultaneously. • Proficiency in MS Office applications and examination management software. <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Collaborate with the Controller of Examinations to develop and implement examination policies and procedures in accordance with regulatory standards. • Oversee the planning and scheduling of examinations for all educational programs, including the creation of examination timetables and allocation of examination venues. • Coordinate the preparation and distribution of examination materials, ensuring accuracy and confidentiality. • Supervise examination invigilation and enforce examination regulations to maintain integrity and fairness. • Manage the grading and evaluation process, working closely with faculty members and examiners to ensure consistency and accuracy. • Maintain accurate records of student examination results and academic performance. • Handle inquiries and grievances related to examinations, providing timely resolution and support to students and faculty. • Stay updated on relevant regulations and guidelines pertaining to medical education and examinations.
9	<p>Deputy Manager Human Resource Department (HR)</p>	01 Post	<p>Qualifications and Skills:</p> <ul style="list-style-type: none"> • Master’s degree in Human Resources Management, Business Administration, or a related field. (Higher degree will get the preference) <p>Experience:</p> <ul style="list-style-type: none"> • Proven experience (minimum 5 years) in HR roles, with at least 2 years in a managerial or supervisory capacity in a medical college or similar educational institutions/organizations. • In-depth knowledge of HR principles, practices, and regulations. • Strong interpersonal and communication skills, with the ability to build relationships at all levels of the organization. • Excellent problem-solving and decision-making abilities. • Proficiency in MS Office and HR management software. • Ability to handle sensitive information with confidentiality and integrity. • Certification in HR management will be an added advantage <p>Key Responsibilities:</p>

			<ul style="list-style-type: none"> • Assist the HR Manager in developing and implementing HR strategies, policies, and procedures to support the institution's objectives. • Oversee recruitment processes, including sourcing, screening, interviewing, and onboarding of staff, ensuring compliance with relevant regulations. • Manage employee relations, including conflict resolution, performance management, and disciplinary actions. • Coordinate training and development programs to enhance the skills and capabilities of staff members. • Ensure compliance with labor laws, regulations, and internal policies. • Collaborate with department heads to identify staffing needs and develop workforce plans. • Maintain accurate records and reports related to HR activities.
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Terms & Conditions

1. All positions are contractual and extendable
2. Only Sindh Domiciled are eligible.
3. Application should be sent along with two photographs, one set of attested photocopies of relevant documents in a sealed Envelope, with two current reference letters and brief curriculum vitae.
4. Incomplete application in any manner will be rejected.
5. Interested candidates should make sure that their PM&DC eligibility certificate and license status is ACTIVE before applying and their postgraduate degrees (FCPS, MS, MD, MPhil, PhD, are registered and verified by PM&DC and HEC respectively. Applications of candidates without PM&DC Active License status and un-registered degrees shall not be entertained.
6. All information will be kept confidential.
7. Please clearly mention the name of post on the right top of the Envelope.
8. Institution reserves the right to reject any or all the applications.
9. Only shortlisted candidates will be contacted for interview.
10. Applicant currently in Government services should apply through proper channel.
11. No TA/DA will be admissible.
12. All the above posts are subject to approval from BOG, PAQSJIMS if selected.
13. Age limit according to Sindh Government / Institutional rules.
14. In case of a large number of candidates for any post, a pre interview test will be held to further shortlist the candidates.
15. Rs. 2000/= Pay Order in favor of Director, PAQSJIMS as processing fees is a mandatory requirement.

Last date for submission of application is 03-05-2024, and application should be sent only through courier to the Director of the Institute.

Note: Applications submitted directly to the office will NOT be considered.

Postal address:

HR Department @ Principal Office
Pir Abdul Qadir Shah Jeelani Institute of Medical
Sciences, Gambat, District Khairpur Mirs'

Please download Application
form:

<http://www.gims.edu.pk/career-s-new.html>