



**OFFICE OF THE HOSPITAL DIRECTOR
MEDICAL TEACHING INSTITUTION (MTI)
KHYBER TEACHING HOSPITAL PESHAWAR**



VACCANCY ANNOUNCEMENT

The Khyber Teaching Hospital, Peshawar is an Autonomous Medical Teaching Institution with a Board of Governors as prescribed by the government of Khyber Pakhtunkhwa under Medical Teaching Institutions Reform Act 2015 and amendments therein; MTI KTH is an equal opportunity employer with no gender bias. Applications are invited from the Candidates for the following post mentioned below in Khyber Teaching Hospital (MTI) Peshawar.

S. No	Nomenclature	Grade	Criteria/Qualification/Experience
01	Manager Pharmacy	G-18	Qualification: Pharm-D from a HEC recognized University and registered with the Pharmacy Council. Experience: At least 7 Years of experience in a supervisory role in a reputed hospital pharmacy or in the pharmaceutical industry. The candidate must have Knowledge of Hospital Formularies, Computerized drug management, Drug Quality Control and medical supply inventories of modern hospital is required
02	Manager HR	G-18	Qualification: MBA (HRM, 16 years education) /M.Sc. (HRM) or equivalent qualification from HEC recognized university/ institution. Experience: At least 7 years' relevant post qualification experience in HR department in healthcare industry / reputed public or private organization with Minimum 2 years' experience at Managerial/supervisory Level. Candidate having experience in HR department in tertiary care/teaching hospitals will be preferred.
03	Manager Institutional Based Practice	G-17	Qualification: - MBBS or master Degree in Management or Healthcare or public health (16 years education) from HEC/PMC recognized University. Experience: - At least 05 years post qualification administrative experience in relevant field. Candidate with knowledge of health care hospital related key performance indicators would be preferred. Candidate with knowledge of ISO certification. Joint commission's standards and or equality improvement process will be an advantage. The candidate must be computer literate.
04	Manager Security KTH	G-17	Qualification: -A retired Officer at the minimum rank of Major or equivalent from armed forces OR Retired Police Officer at the minimum Rank of DSP. Experience: The Candidate must have the knowledge of managing security and to evaluate potential risk in the hospital and take precautionary measure on timely basis, develop and implement policies, Procedure, and SOPs to ensure realization of overall security Management plan in the institution.
05	Manager Operation Theatres	G-17	Qualification: MBBS or Bachelor Degree (Hons) in Nursing or BS in surgical Technology. Experience: At least 05 years' practical experience at supervisory level of managing the operation theatre of tertiary care hospital.
06	Manager Accident & Emergency	G-17	Qualification: Candidates having MBA with Master in Hospital Administration (MHA), Master in Health Care Management (MHM) OR MBBS with Administrative and Management courses or equivalent degree from a recognized university. Experience: At least of 05 years' relevant experience in reputed health care institution is required. - Preference will be given to the candidates with sound decision making skills, planning & analytical skills and must be acquainted with developing and managing standardized Accident & Emergency Services in a Health Care Institutions. The candidate must be computer literate.

TERMS & CONDITIONS:

How to Apply:

Job Applications must be submitted electronically by *using the website link* (www.kth.edu.pk) or www.facebook.com/mtikth and download the required data duly signed by the candidate along with complete *Job Application Form, Covering Letter, Academic Credentials, Qualification, Experience, Domicile certificates* / 02 photographs and CNIC photocopy duly attested with respective original bank deposit slip/bank draft must reach to the HR Department at 6th floor, Human Resource Department, New A&E Building: MTI-KTH, Peshawar within **(15 days)** of the publication of this advertisement on a prescribed online Job Application form through registered postal mail or courier service along with

original Bank Deposit Slip, must be submitted with below mention payment in favor of Hospital Director MTI KTH, Fund Account No. PK15 KHYB 0121 0030 0311 6602, Bank of Khyber, Branch, Code No. 0121, Peshawar. Processing fee (non-refundable) as per the fee schedule given below.

PAYMENT SCHEDULE	
Description	Payment
Sr.# 01 to 06	Rs.1000

1. Applications submitted later than the deadline will not be considered.
2. A candidate intending to apply for more than one post shall apply separately for each post.
3. If the closing date fixed for the receipt of application falls on an official holiday, the next working day shall be considered as the closing date.
4. No documents will be accepted / changed / replaced once received along with the application.
5. Incomplete applications without processing fee and after due dates will not be entertained and shall stands rejected.
6. Experience Marks for the relevant experience shall be awarded to only those candidates who provide valid documentary evidence for the claimed relevant experience required for the position applied for.
7. Only the relevant experience attained by the candidates after the date of obtaining academic qualification will be counted.
8. It will be the responsibility of candidate to provide valid equivalency certificate from HEC Pakistan along with the application to justify their academic eligibility for the post to be applied for.
9. Degree in-progress type of academic certificates shall not be considered.
10. Only shortlisted candidates will be called for Interview as case may be. Short listing will be made on the basis written test, if required and as deemed appropriate by the administration of MTI, KTH.
11. In case of selection / appointment, the services of such candidates will be governed under the Khyber Pakhtunkhwa Medical & Teaching Institutions Reform Act 2015 and the rules / regulations framed there under, as amended from time to time.
12. All the processes related to selection of appropriate candidates will be done on merit. Any candidate attempting to influence the recruitment and selection processes will render the candidate liable for rejection from the selection process.
13. Candidates already serving with any public or private sector organization or department shall submit their application with valid NOC through proper channel.
14. The following applications **will be subject to disqualification and will not be entertained:**
 - (a) *Incomplete applications i.e. Missing Job Application Form, Missing or irregular experience certificates, Missing Diploma or Degree as per requirement/criteria.*
 - (b) *He/She was convicted by the Court of Law.*
 - (c) *Previous history of Dismissal from Service.*
 - (d) *Attempts to obtain support for his/her candidature by improper means*
 - (e) *Misbehaves during interview*
 - (f) *Late submission i.e. applications received after the due date.*
 - (g) *Application received without processing fees shall not be entertained.*
 - (h) *Candidates will be disqualified if found of any perjury in documentation/credentials at any stage of the process or employment.*
 - (i) *Emails or by hand submissions will not be entertained.*
 - (j) *For a qualification to be valid, a degree is a must, the mere submission of a marks sheet/transcript / DMC/ course completion certificate will lead to applications deemed incomplete and will, therefore, shall be rejected.*
15. No TA/DA will be admissible for test/Interview.
16. Only shortlisted candidates will be contacted
17. Original documents shall be produce at the time of interview.
18. Only a single envelope shall be use per application. Candidates intending to apply for more than one post shall apply separately for each post. Candidates are further required to mention the

title of the position on top of the envelope to avoid any confusion in the future.

19. All the shortlisted candidates shall produce the original documents / credentials at the time of interview.
20. The selected candidates shall furnish an affidavit on judicial stamp paper of appropriate face value to the effect that they shall not claim at / approach to any forum for regularization of their services.
21. The Competent Authority of MTI KTH shall have the undeniable vested right to increase or decrease the number of vacancies or not to fill any vacancy.
22. Quota for Minorities and disabled persons shall be followed in accordance with the applicable rules / regulations of the Government of Khyber Pakhtunkhwa as amended from time to time.
23. Recommendation shall not confer right of appointment unless appointment letter issued by competent authority.
24. In case of appointment, The appointed candidate shall not be entitled for accommodation as a matter of right. The accommodation at MTI-KTH is privilege and not a vested right.
25. Candidate shall comply with all the terms and conditions mentioned above.
26. The last day of applying for the above advertisement is _____.

MTI KTH is committed to achieving workforce diversity in terms of gender and culture. We further encourage Individuals from minority groups, indigenous groups, and persons with disabilities to apply.

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PHONE# 091-9224400 EXT# 2003 & 2148**