



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 of Post	Grade	Criteria/Qualification/Experience
01	Chief Internal Auditor	G-18	<p><b>1. Educational Qualifications</b></p> <ul style="list-style-type: none"><li>• Required: Master's degree in Accounting, Finance, Business Administration, or a related field from a HEC recognized institution.</li><li>• Preferred: Professional certification such as Chartered Accountant (CA), Certified Internal Auditor (CIA), Certified Public Accountant (CPA), or equivalent.</li></ul> <p><b>2. Professional Experience</b></p> <ul style="list-style-type: none"><li>• Minimum 7 years of relevant experience in internal auditing, risk management, or financial controls, preferably in a healthcare or public sector institution.</li><li>• At least 2 years of experience in a leadership or senior managerial role within an internal audit department.</li></ul> <p><b>3. Skills and Competencies</b></p> <ul style="list-style-type: none"><li>• Comprehensive knowledge of internal auditing standards and best practices (e.g., International Professional Practices Framework – IPPF).</li><li>• Strong understanding of healthcare and healthcare education financial management and regulatory frameworks.</li><li>• Expertise in developing and implementing audit plans, risk management strategies, and internal controls.</li><li>• Proficiency in data analytics tools and techniques to enhance audit effectiveness.</li><li>• Exceptional leadership, communication, and problem-solving skills.</li><li>• Ability to maintain independence and objectivity in audit reporting.</li></ul> <p><b>4. Regulatory Knowledge</b></p> <ul style="list-style-type: none"><li>• Familiarity with public procurement laws, labour laws, as well as relevant healthcare regulations.</li><li>• Knowledge of applicable rules for public sector institutions, especially Khyber Pakhtunkhwa MTI Act and other relevant legislation.</li></ul> <p><b>5. Personal Attributes</b></p> <ul style="list-style-type: none"><li>• Strong ethical values and commitment to transparency and accountability.</li><li>• Excellent analytical and critical thinking abilities to identify and mitigate risks effectively.</li><li>• High degree of discretion in handling confidential matters.</li></ul> <p><b>6. Age Limit</b></p> <ul style="list-style-type: none"><li>• As per the guidelines of the Khyber Pakhtunkhwa government for public sector positions.</li></ul>

			<p><b>7. Deliverables</b></p> <ul style="list-style-type: none"> <li>• Ability to prepare and present comprehensive audit reports to the Audit Committee of the Board of Governors (BoG).</li> <li>• Capability to lead and develop an internal audit team, ensuring adherence to audit standards.</li> <li>• Effectiveness in implementing a fraud prevention framework and conducting forensic audits, if required.</li> <li>• To develop and implement audit plans, risk management strategies, and internal controls for all the departments of the Hospital/Colleges.</li> </ul> <p><b>8. Additional Requirements</b></p> <ul style="list-style-type: none"> <li>• Strong IT skills, particularly in audit management software and enterprise resource planning (ERP) systems.</li> <li>• Previous experience working with or reporting to a governing body is an advantage.</li> </ul>
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**TERMS & CONDITIONS:**

**How to Apply:**

Interested candidates must submit their job applications through any registered postal mail or courier service to the Office of the Secretary BoG MTI KTH/KMC/KCD, located on the 1st Floor, Administration Block, MTI Khyber Teaching Hospital, Peshawar.

Applicants should download the required forms from [www.kth.edu.pk/download/](http://www.kth.edu.pk/download/) or [www.facebook.com/mtikth](http://www.facebook.com/mtikth), duly sign them and submit the complete application package, including:

- Job Application Form
- Cover Letter
- Academic Credentials
- Qualification & Experience Certificates
- Domicile Certificate
- Two (02) Recent Photographs
- CNIC Copy (Duly Attested)
- Original Bank Deposit Slip/Bank Draft

The completed application must be sent via registered postal mail or courier, within 15 days of this advertisement's publication.

Applicants must submit the non-refundable processing fee as per the schedule below, payable to:

Title: KTH Fund Account

A/C No.: PK15 KHYB 0121 0030 0311 6602

Bank of Khyber, Branch Code: 0121, Peshawar

<b>PAYMENT SCHEDULE</b>	
<b>Description</b>	<b>Payment</b>
Sr.# 01	Rs.2000

1. Applications submitted later than the deadline will not be considered.
2. 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.
3. No documents will be accepted / changed / replaced once received along with the application.
4. Incomplete applications without processing fee and after due dates will not be entertained and shall stand rejected.

5. 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.
6. Only the relevant experience attained by the candidates after the date of obtaining academic qualification will be counted.
7. Please note who have applied previously should apply again with updated credentials and Job Application.
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.

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. Candidate shall comply with all the terms and conditions mentioned above.
25. Apply within 15 days of this advertisement's publication.

***MTI KTH/KMC/KCD 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.***

**Secretary BoG  
MEDICAL TEACHING INSTITUTION  
KHYBER TEACHING HOSPITAL PESHAWAR  
PHONE# 091-9224400 EXT# 2234**