



USAID Health Systems Strengthening Component

Report

Hiring of Human Resources for Jacobabad Institute for Health Sciences (JIMS)

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List of Acronyms

ASD	Additional Secretary Development
BoG	Board of Governors
B-Pharm	Bachelor of Pharmacy
BPS	Basic Pay Scale
BSN	Bachelor of Science in Nursing
CCU	Coronary Care Unit
CE	Chief executive
CNS	Chief Nursing superintendent
DAE	Diploma in Associate Engineering
DCH	Diploma in Child Health
DGO	Diploma in Gynecology and Obstetrics
DHQH	District Head Quarter Hospital
Dip Card	Diploma in Cardiology
DoH	Department of Health
D-Pharm	Doctor of Pharmacy
FCPS	Fellow College of Physicians and Surgeons
GPs	General Practitioners
HR	Human Resources
HSSC	Health Systems Strengthening Component
HVAC	Heating, Ventilation and Air Conditioning
JIMS	Jacobabad Institute of Medical Sciences
JR	Junior Registrar
JSI	John Snow Inc.
MBA	Masters in Business Administration
MBBS	Bachelor of Medicine and Bachelor of Surgery
MCH	Maternal and Child Health
MCPS	Member College of Physicians and Surgeons
MD	Doctor of Medicine
MNA	Member National Assembly
MO	Medical Officer
MS	Medical superintendent
MS	Masters in Surgery
OPD	Out Patient Department
OPD	Out Patients Department
PMDC	Pakistan Medical and Dental Council
RMNCH	Reproductive, Maternal, Newborn and Child Health

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RMO	Resident Medical Officer
RSPN	Rural Support Programmes Network
S&GAD	Services & General Administration Department
SMO	Senior Medical Officer
SR	Senior Registrar
TA	Technical Assistance
TPR	Temperature, Pulse and Respiration
USAID	United States Agency for International Development
VP	Vice Principal
VS	Vice Superintendent

Background

The Health Systems Strengthening Component (HSSC) is part of United States Agency for International Development's (USAID) Maternal and Child Health (MCH) Program.¹ JSI Research & Training Institute, Inc. (JSI) is the lead agency in the Health Systems Strengthening Component with Contech International, Rural Support Programmes Network (RSPN) and Heartfile as consortium partners. The goal of the five-year project, which started in 2013, is to develop and support innovative, cost-effective, integrated, quality programs, and services to strengthen systems around reproductive, maternal, and child health services for improved health outcomes. The primary focus of the Health Systems Strengthening Component is:

1. Strengthening systems that will foster improved Reproductive, Maternal, Newborn and Child Health (RMNCH) service delivery and outcomes, including accountability and transparency;
2. Strengthening management capacity at the provincial and district levels;
3. Developing innovative approaches to catalyze community outreach services and access to health services for marginalized populations (including financing schemes); and
4. Strengthening private sector delivery for the urban and rural poor populations.

On February 7, 2013, the Provincial Assembly of Sindh promulgated the Jacobabad Institute of Medical Sciences Bill, 2013, “to provide for the establishment of an Institute known as the Jacobabad Institute of Medical Sciences”.

USAID and the Department of Health (DOH), Government of Sindh, signed a Memorandum of Understanding under which USAID is providing support to construct a new, 133 bed hospital in Jacobabad. The construction of the new hospital, called Jacobabad Institute of Medical Sciences (JIMS), will provide quality medical and surgical services to 1.5 million people of Jacobabad district, including people from Balochistan. (Jacobabad is located on the border of Sindh and Baluchistan and people from both provinces access health facilities located in Jacobabad).

The construction of JIMS is near completion and USAID has plans to handover the institute to the Department of Health Sindh in November 2014. To be able to start operationalization of JIMS immediately after the handing over by USAID, the DoH Sindh requested technical assistance for the hiring of staff and other service

¹ The Health Systems Strengthening Component is the 5th Component of the MCH Program, and the others include: 1) Family Planning/Reproductive Health Services; 2) Maternal, Newborn, Child Health Services; 3) Health Communication; and 4) Health Supplies and Commodities.

procurement related matters; this TA was commissioned based on this request. USAID-HSSC hired a team of three consultants (HR Expert, Public Health Expert and Procurement Expert) to provide timely support to the DoH Sindh and Director JIMS in hiring the HR staff, enabling them to be able to take over the premises and start minimum required services.

Purpose and Objectives of TA

To assist the Director JIMS and Additional Secretary Development (ASD) in hiring HR staff for JIMS based on the needs identified and agreed upon. The recruitment will be in line with the approved Human Resources Plan and JIMS Regulations.

Inception Meeting

An inception meeting was held in the office of USAID-HSSC Karachi on November 11, 2014 at 10.00 am. Following officials attended the meeting:

- 1) Dr. Nabeela Ali – Chief of Party, USAID-HSSC.
- 2) Dr. Nasir Idrees – Director Health Systems, USAID-HSSC.
- 3) Dr. Fawad Shaikh – Director Operations, USAID-HSSC.
- 4) Dr. Dileep Kumar – USAID-HSSC.
- 5) Dr. Riaz Hussain Solangi – HR Expert (Team Leader).
- 6) Dr. Abdul Rehman Pirzado – Public Health Expert.
- 7) Dr. Abu Bakar – Procurement Expert.

The purpose of meeting was:

- To discuss and finalize the roles, responsibilities and level of effort for each of three consultants;
- To discuss and finalize the specific tasks, methodology and timelines for hiring of HR staff.

In the light of ToRs, the scope of work was discussed in detail and agreed as below:

- 1) Review the relevant documents - (HR Plan and Rules & Regulations for JIMS);
- 2) Develop a phased start-up plan that will guide HR procurement for JIMS;
 - i. Phase-I (Emergency Plan): Minimum required support staff like Equipment Operators, Store-keeper, Malhi, Security Guards, etc, so that the building could be handed over by the USAID/ Contractor.

- ii. Phase-II (Short-term Plan): Other minimum required staff like Admin and Finance Officer/Assistant, Medics and Para-medics), so that Out Patient Department (OPD) and essential indoor services could be operated.
 - iii. Phase-III: All the staff mentioned in the HR plan which is required during the initial one year. (This may be done separately under another TA or extension of this TA).
- 3) Complete following hiring steps:
- i. Preparing HR inventory of existing DHQH staff;
 - ii. Preparing inventory of existing DHQH staff which opted for JIMS;
 - iii. Preparing/ notifying a list of staff to be absorbed from the existing DHQH;
 - iv. Notification of recruitment/selection committee;
 - v. Preparing selection criteria;
 - vi. Preparing job descriptions;
 - vii. Advertising in the newspaper;
 - viii. Walk-in Interviews;
 - ix. Preparing a list of selected candidates;
 - x. Preparing the contract documents.

Hiring Steps

i. HR inventory of DHQH:

The inventory of existing HR of the DHQH was obtained from the Civil Surgeon of the existing DHQH (HR inventory attached as annexure-A). It was noted that 230 staff members are working in the existing DHQH under various categories including Management and Administration, Medics, Paramedics and support staff.

ii. Inventory of existing DHQH staff which opted for JIMS:

Consultants approached both Civil Surgeon of the existing DHQH Jacobabad and the concerned Section Officer of the Department of Health in order to know the details and obtain a list of staff who opted for JIMS.

The Department of Health issued a letter in February 2014 to the Civil Surgeon DHQH in order to provide an opportunity to the existing staff members to opt for JIMS, if they desire to do so. In response to the letter, Civil Surgeon sent a letter

to the DoH in March 2014 along with the list of staff members who opted for JIMS (List attached as annexure-B). It was observed that out of total 230 staff members, 50 opted for the JIMS.

iii. Notification of staff to be absorbed from the existing DHQH:

The list of staff members who obtained for JIMS, was shared with the DoH for further processing. The consultants discussed with the DoH for the issuance of notification. At present, the Additional Secretary Development, Department of Health is out of country. Therefore, this may be further processed on his return. However, Director JIMS will do the follow-up with the Additional Director (Public Health), Development Wing for early issuance of notification. It is expected that this process will be completed by 15th December 2014.

iv. Notification of recruitment/selection committee:

A committee for the recruitment/ selection of Director was notified by the Department of Health on 22nd May 2014 (Notification attached as annexure-C). The responsibility of hiring of other staff was also assigned to the same committee. The committee was comprised of:

1. Mr. Aijaz Khan Jakhrani (MNA)	Chairman
2. Dr. Hadi Bux Jatoi, Ex-Director General Health Services, Sindh	Member
3. Mr. Dabeer Ahmed Khan, Additional Secretary (Dev.)/ Project Director (JIMS)	Member
4. Mr. Ahsan Arshad, Group Captain, PAF, Shahbaz Base, Jacobabad	Member
5. Dr. Zulfiqar A. Gorar, Health Specialist, USAID,	Member
6. Mr. Abdul Waheed Khan, Deputy Secretary (Appeals), SA&GAD, Karachi	Member
7. Dr. Raja Shah Zaman Deputy Commissioner, Jacobabad	Member
8. Mr. Faisal Pirzada, Deputy Secretary (Dev.), Finance Department, Karachi	Member

v. Selection criteria

The DoH identified 28 different categories of staff to be hired for JIMS on an immediate basis. A detailed selection criteria for the each of 28 cadres was developed and shared with the Development Wing, DoH Sindh (Selection criteria attached as annexure-D).

vi. Job descriptions:

Job description for each of the identified category was reviewed and updated. For few of the categories, there were no job descriptions available in the HR Plan. The job descriptions required were developed and finalized in consultation with the DoH and Director JIMS (Complete set of job descriptions attached as annexure-E).

vii. Advertisement in the newspaper:

Keeping in view the selection criteria and job descriptions, the advertisement was prepared and finalized in consultation with the DoH and Director JIMS. The DoH formally processed the request and the advertisement appeared in three newspapers Dawn, Jang and Kawish on 23rd November 2014 (Advertisement attached as annexure-F).

viii. Walk in interviews:

The interview grid for the assessment of candidates was developed in consultation with the Development Wing and Director JIMS (Interview grid attached as annexure-G). The interviews were conducted on November 26, 2014 at Civil Hospital Karachi. A total of 740 candidates appeared in the interview (Cadre-wise number of candidates appeared annexed as annexure-H).

ix. Compilation of list of selected candidates

The list of all candidates appeared in the interviews was compiled and handed over to the Development Wing for further processing i-e final approval by the selection committee and issuing contracts, etc. It was discussed with the DoH and they strongly suggested that they will share the list of all candidates appeared in the interview, and the selection committee will finalize list of candidates selected against the positions advertised. They also agreed that on finalization, the list of selected candidates will also be shared with USAID.

x. Preparation of the contract documents

The templates for offer letter and contract were developed and finalized in consultation with the DoH. The final draft template was shared with the DoH for their use (Templates for offer letter and contract attached as annexure-I). As discussed and agreed, the contracts will be issued by the DoH using the finalized template.

Annexure-A: DHQH HR Inventory

S.No	Name	Father's/ Husband Name	Qualification	Designation	BPS
1	Dr. Mushtaque Ahmed	Ghulam Mustafa Bajkani	MBBS	Civil Surgeon	20
2	Dr. Rehana Asghar	w/o Asghar Ali Shaikh	MBBS	Chief Chest Spl;	20
3	Dr. Naheed Saleem	w/o Saleem	MBBS,FCPS	Sr. Gynecologist	19
4	Dr. Hamida Asif	w/o Dr. Capt.; Asif Ali	MBBS	Chief RMO	19
5	Dr. Muhammad Anwar	Ghulam Qadir	MBBS, Diploma Orthopedics	Chief RMO	19
6	Dr. Khalid Hussain	Ghulam Hyder	MBBS	Chief RMO	19
7	Dr. Gul Muhammad	Ghulam Rasool Buriro	MBBS, Diploma in Chest Medicine	Chief RMO	19
8	Dr. Nadeem Akhtar	Inayatullah	MBBS, Diploma in Pathology	Pathologist	19
9	Dr. Manohar Lal	Karorimal	MBBS, Diploma in Ophthalmology	Sr. Ophthalmologist	19
10	Dr. Akhtiar Begum	w/o Walidad	MBBS	Add; Medical Supdt;	19
11	Dr. Abdullah Saeed	Ghulam Mustafa Shaikh	MBBS, Diploma in Medicine	Sr. Physician	19
12	Dr. Muhammad Akbar	Hussain Bux Lashari	MBBS, DMRD	Sr. Radiologist	19
13	Dr. Nasrullah Soomro	Ghulam Rasool	MBBS, DCH	SMO	19
14	Dr. Bashir Ahmed	Ahmed Bag Brohi	MBBS, Diploma in Pathology	Pathologist	18
15	Dr. Abdul Ghani	Muhammad Arif	MBBS, Diploma in Chest Medicine	Chest Specialist	18
16	Dr. Asif Ali	M. Jurial	MBBS, Diploma in Cardiology	SMO/Cardiologist	18
17	Dr. Muhammad Hashim	M. Qasim Qureshi	MBBS, FCPS	Ophthalmologist	18
18	Dr. Manohar Lal	Hemandas	MBBS, Diploma in Dermatology	Dermatologist	18
19	Dr. Farheen	Nazir Hussain	MBBS	SWMO	18
20	Dr. Mukhtiar Begum	Mir Muhammad	MBBS	SWMO	18
21	Dr. Ghazala Khan	Khan Muhammad Qureshi	MBBS	SWMO	18

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S.No	Name	Father's/ Husband Name	Qualification	Designation	BPS
22	Dr. Sikandar Ali	Habibullah	MBBS	SMO	18
23	Dr. Iltaf Ahmed Wagan	Khaliq Dino wagan	MBBS	SMO	18
24	Dr. Ahmed Bux Jakhrani	Muhbat Khan Jakhrani	MBBS, MPH	SMO	18
25	Dr. Aslam Pervaiz	Sikandar Ali Bhangar	MBBS	SMO	18
26	Dr. Muhammad Akbar	Amir Bux Jakhrani	MBBS, Diploma in Psychiatry	SMO	18
27	Dr. Hamid Ahmed	Noor Muhammad Soomro	MBBS	SMO	18
28	Dr. Abdul Hakeem	Illahi Bux Soomro	MBBS	SMO	18
29	Dr. Gordhan	Gurmukh	MBBS	SMO	18
30	Dr. Brij Lal	Heranand	MBBS, FCPS	SMO	18
31	Dr. M. Soughat	M. Iqbal Katto	MBBS	MO	17
32	Dr. Muhammad Ali	Dhani Bux Ansari	MBBS, FCPS	MO	17
33	Dr. Vijay Kumar	Amboo Mal	MBBS	MO	17
34	Dr. Abdul Waheed	Mehar Ali Soomro	MBBS	MO	17
35	Dr. Anis-ur-Rahman	Shah Muhammad	MBBS	MO	17
36	Dr. Ashiq Nazir	Allah Dino	MBBS	MO	17
37	Dr. Yaqoob Shaikh	Riaz Shaikh	MBBS	MO	17
38	Dr. Ajeet Kumar	Ram Chand	MBBS	MO	17
39	Dr. Mukhtiar Ahmed	Jan Muhammad Dayo	MBBS	MO	17
40	Dr. Romana	Naeem Khawaja	MBBS	WMO	17
41	Dr. Asia Parveen	Rasool Bux	BDS	Dental Surgeon	17
42	Moula Bux	Bahram Khan	B.Pharmacy	Pharmacist	17
43	Muhammad Ali	Gul Hassan	Diploma in Nursing	Staff Nurse	16
44	Noor Muhammad	Nooruddin Abro	Diploma in Nursing	Staff Nurse	16
45	Mrs Mumtaz	w/o Dilshad	Diploma in Nursing	Staff Nurse	16

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S.No	Name	Father's/ Husband Name	Qualification	Designation	BPS
46	Rahman Shah	Mumtaz Shah	Diploma in Nursing	Staff Nurse	16
47	Qadir Bux	Khamiso Khan	Diploma in Nursing	Staff Nurse	16
48	Jan Muhammad	Darya Khan Bijarani	Diploma in Nursing	Staff Nurse	16
49	Zeba parveen	Taj Muhammad Abro	Diploma in Nursing	Staff Nurse	16
50	Ayaz Ahmed	Niaz Ahmed Noonari	Diploma in Nursing	Staff Nurse	16
51	Abdul Nabi	Qalandar Bux	Short Hand course	Stenographer	16
52	Muhammad Ali	Kaloo Khan	Technician course	X-Ray Tech;	16
53	Yar Muhammad	Muhammad Ali Domki	Technician course	X-Ray Tech;	14
54	Ghulam Murtaza	Ghulam Mustafa Dasti	Technician course	OT Tech;	16
55	Muhammad Ishaque	Nazar Muhammad	Technician course	OT Tech;	16
56	Muhammad Anwar	Gahno Khan	Technician course	OT Tech;	14
57	Fazal Rahman	Moula Bux	Technician course	Lab; Tech;	16
58	Abdul Hayee	Abdul Haque	Technician course	Lab; Tech;	16
59	Muhammad Ishaque	Muhammad Ibrahim	Technician course	Dental Technician	16
60	Rafique Ahmed	Lal Muhammad Shaikh	Technician course	Blood Bank Tech	16
61	Nazir Ahmed	Allah Diwayo Kanasro	MA	Physiotherapy Tech;	16
62	Bashir Ahmed	Lal Bux Jakhrani	BA	Statistical Assistant	14
63	Abdul Fatah		MA	Assistant	14
64	Muhamamd Qasim	Abdul Haleem	Technician course	Ultra Sound Tech	14
65	Imdad Hussain	Khair Muhammad Shaikh	Technician course	ECG Tech;	12
66	Muhammad Yaqoob	Muhammad Ibrahim	Technician course	ECG Tech;	12
67	Irshad Ali	Karam Hussain	BA	OT Assistant	11
68	Munir Ahmed	Karim Dino	BA	OT Assistant	10
69	Yar Muhammad	Din Muhammad Mugheri	MA	Dispenser	10

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S.No	Name	Father's/ Husband Name	Qualification	Designation	BPS
70	Abdul Malik	Haji Abdul Khaliq	MA	X-Ray Assistant	10
71	Muhammad Noor	Abdul Nabi Noonari	HSC	Dental Assistant	7
72	Sumera	Hazoor Bux Abbasi	LHV Course	LHV	9
73	Mehmooda	Abdul Majeed	Mid Wifery course	Mid Wife	7
74	Nazir Ahmed	Qalandar Bux Jakhrani	BA	Lab; Assistant	7
75	Mushtaque Ali Shah	Pir Ali Shah	BA	Lab; Assistant	11
76	Barkat Ali	Ghulam Shah	Matric	Store Keeper	9
77	Noor Muhammad	Din Muhammad Mugheri	MA	Dispenser	16
78	Shabir Ahmed	Muhammad Sachal	MA	Dispenser	16
79	Jahangir Ali	Lal Muhammad Jamali	MA	Dispenser	16
80	Ghulam Sarwar	Nazar Muhammad	MA	Dispenser	16
81	Muhammad Akram	Muhammad Hassan	HSC	Dispenser	16
82	Abdul Hameed	Ghulam Hussain	MA, Diploma in Nursing	Dispenser	16
83	Mumtaz Ali Khan	Safi Ali Khan	MA	Dispenser	16
84	Ali Bux	Abdul Rehman	MA	Dispenser	16
85	Abdul Ghani	Ali Muhammad	BA	Dispenser	16
86	Muhammad Moosa	Gul Muhammad	BA	Dispenser	16
87	Kauro Mal	Waryo Mall	BA	Dispenser	16
88	Azad Ali	Qalandar Bux	MA, Diploma in Nursing	Dispenser	16
89	Aslam Gill	Abdul Rasheed	MA	Dispenser	16
90	Khalid Hussain	Jamaldin Qureshi	MA	Dispenser	16
91	Abdul Razaque	Mehran Ali Bahrani	Matric	Dispenser	14
92	Bashir Ahmed	Bag Muhammad	MA	Dispenser	14
93	Zulfiquar Ali	Gahi Khan	MA	Dispenser	14

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S.No	Name	Father's/ Husband Name	Qualification	Designation	BPS
94	Manzoor Hussain	Munir Hussain Dasti	BA	Dispenser	14
95	Dilshad	Abdul Rasheed	HSC	Dispenser	9
96	Aziz Gill	Hameed Gill	HSC	Dispenser	9
97	Abdul Wahab	Abdul Razaq	HSC	Dispenser	9
98	Abdul Khaliq	Qalandar Bux	Matric	Dispenser	9
99	Agha Iftakhar Hussain	Agha Gada Hussain	BA	Dispenser	9
100	Qurban Ali	Khair Muhammad Buriro	MA	Sr. Clerk	11
101	Muhammad Rafique	M. Amin Leghari	Matric	Jr. Clerk	7
102	Ikhtlaq Ahmed	Shah Muhammad	MA	Junior Clerk	7
103	Muhammad Bux	Mumtaz Ali	MA	Junior Clerk	7
104	Nisar Ahmed Mangi		HSC	Junior Clerk	7
105	Wasim Balam	Baalach Khan Balam	MA	Purchase Clerk	7
106	Khan Muhammad	Qadir Bux Sarki	MA	Purchase Clerk	7
107	Ghulam Asghar	Nabi Bux	BA	Purchase Clerk	7
108	Muhammad Jaffar	Wazir Khan	`-	Driver	7
109	Dodo Khan	Dhani Bux	`-	Driver	7
110	Fazal Hussain	M. Jaffar Mugheri	Middle	Driver	5
111	Muhammad Hassan	Amir Bux	`-	Driver	5
112	Jan Muhammad	Din Muhammad Mugheri	Middle	Dark Room Assistant	7
113	Wahid Bux	Deen Muhammad	Matric	Nursing Orderly	6
114	Ghulam Nabi	Soomar kHan Shaikh	`-	Nursing Orderly	8
115	Ghulam Hyder	Muhammad Qasim	`-	Nursing Orderly	5
116	Ali Gul	Jam Khan Kanasro	`-	Dental Attendant	6
117	Sajjad Ali	Niaz Muhammad Mirani	Matric	OT Attendant	4

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S.No	Name	Father's/ Husband Name	Qualification	Designation	BPS
118	Dur Muhammad	Azizullah Dasti	`-	OT Attendant	4
119	Khair Muhammad	Noor Muhammad	`-	OT Attendant	5
120	Ghulam Rasool	Muhammad Qasim	`-	OT Attendant	4
121	Bijar Khan	Sharbat Khan	`-	OT Attendant	4
122	Zahoor Ali	Allah dad	`-	Lab; Attendant	6
123	Zawar Hussain	Sajad Hussain	`-	X-Ray attendant	5
124	Ali Nawaz		`-	Tailor	5
125	Muhammad Akhtar	Abdul Haleem	`-	Ward Servant	4
126	Soomar	Ghulam Nabi	`-	Ward Servant	4
127	Muhammad Usman	Ameer Bux Mugheri	`-	Ward Servant	6
128	Abdul Ghaffar	Abdul Jabbar	`-	Ward Servant	6
129	Shafi Muhammad	Bakhshan Arabani	`-	Ward Servant	5
130	Abdul Qadir	Rehmatullah Buriro	Matric	Ward Servant	3
131	Arz Muhammad	Jan Muhammad	Matric	Ward Servant	6
132	Abdul Fatah	Muhammad Moosa	`-	Ward Servant	5
133	Noor Ahmed	Sahib Dino	`-	Ward Servant	6
134	Shahmir	Rais Khuda Bux	`-	Ward Servant	6
135	Mehran	Moula Bux	`-	Ward Servant	5
136	Deedar Ali	Hamzo Khan	`-	Ward Servant	3
137	Janib Ali	Mahmood Khan Soomro	`-	Ward Servant	5
138	Muhammad Ali	Ghulam Ali	`-	Ward Servant	3
139	Jhando Khan	Nawab Khan	Matric	Ward Servant	5
140	Muhammd Chuttal	Rawat Khan	`-	Ward Servant	5
141	Shahmir	Sono Khan Bughio	`-	Ward Servant	3

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S.No	Name	Father's/ Husband Name	Qualification	Designation	BPS
142	Jan Muhammad	Abdul Karim Hakro	Matric	Ward Servant	3
143	Anwar Ali	Muhammad Panah	`-	Ward Servant	5
144	Zeenat	w/o Lal Bux	`-	Ward Servant	4
145	Mehmood Ali	Kamal Khan	`-	Ward Servant	6
146	Muhram Ali	Achar Ali	`-	Ward Servant	4
147	Ghulam Yaseen	Nabi Bux	`-	Ward Servant	3
148	Fida Hussain	Ramzan Shah	`-	Ward Servant	5
149	Raja Mugheri	Sher Muhammad	`-	Ward Servant	4
150	Mir Muhammad	Khuda Bux	`-	Ward Servant	5
151	Abdullah Khan	Muammad Aslam	Matric	Ward Servant	3
152	Shafi Muhammad	Soomar kHan Shaikh	`-	Ward Servant	6
153	Abdul Rauf	Muhammad Ramzan	`-	Ward Servant	3
154	Karim Bux	Beg Muhammad	`-	Ward Servant	6
155	Perwaiz Ahmed	Rab Nawaz	`-	Ward Servant	4
156	Asif Ali	Imam Bux	Matric	Ward Servant	3
157	Nazir Ahmed	Ghulam Qadir	`-	Ward Servant	5
158	Imran	Yar Muhammad	Matric	Ward Servant	3
159	Ali Nawaz	Shahnawaz Khan	`-	Ward Servant	6
160	Raiz Ahmed	Ikhlq Ahmed	Matric	Ward Servant	3
161	Muhammad Alim	Mundho Khan	`-	Gate Keeper	5
162	Ghous Bux	Kajlo Khan	`-	Gate Keeper	4
163	Ghazala	w/o Zahid Hussain	`-	Gate Keeper	2
164	Shafi Muhammad	Atta Muhammad Mugheri	`-	Gate Keeper	2
165	Muhammad Ramzan	Ghulam Nabi	`-	Malhi	3

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S.No	Name	Father's/ Husband Name	Qualification	Designation	BPS
166	Iltaf Hussain	Sarfaraz Dasti	`-	Malhi	3
167	Ghulam Akbar	Ghulam Nabi	`-	Malhi	5
168	Mst. Hanjan	w/o M. Hassan	`-	Aya	2
169	Mai Mithal	w/o Lakhmir Bugti	`-	Aya	2
170	Muhbat	Khargi Khan	`-	Chowkidar	4
171	Ghulam Nabi	Kauro Khan	`-	Chawkidar	4
172	Manzoor Ali	Moula Bux	`-	Chowkidar	4
173	Aachar	Nawab Katto	`-	Chowkidar	2
174	Abdul Rahman	Abdul Qadir	`-	Chowkidar	5
175	Muhammad Umar	Muhammad Soomar	`-	Cook	3
176	Abdul Sattar	Muhammad Salah	`-	Cook	4
177	Muhammd Hashim	Muhammad Alim	`-	Cook	2
178	Muhammad Ramzan	Bahadur Shaikh	`-	Cook	3
179	Allah Bux	Ghulam Qasim	`-	Dhobi	5
180	Zahid Hussain	Ghulam Rasool	`-	Dhobi	3
181	Ali Nawaz	Muhammad Salah	`-	Bishtee	2
182	Mir Hassan	Pir Bux Jamali	`-	Bearer	5
183	Ghulam Mustafa	Chatto Khan Soomro	`-	Naib Qasid	3
184	Sher Muhammad	Dhani Bux	`-	Naib Qasid	5
185	Shahmir	Shahdad Dasti	`-	Naib Qasid	5
186	Abdul Haleem	Noor Muhammad	`-	Naib Qasid	4
187	Tahira	w/o Perwaiz Mashi	`-	S/Worker	2
188	Asif Ali	Munir Ahmed	`-	S/Worker	2
189	Dileep	Pareem	`-	S/Worker	2

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S.No	Name	Father's/ Husband Name	Qualification	Designation	BPS
190	Roshan	Pareem	`-	SWorker	2
191	Muhammad Adil Azim	Muhammad Usman	`-	SWorker	2
192	Raja	Wali Muhammad Khoso	`-	SWorker	2
193	Haji Khan	Muhammad Soomar	`-	SWorker	3
194	Dershan	Sono Harijan	`-	SWorker	2
195	Dharmoo	Chali	`-	SWorker	2
196	Naseem	w/o Manzoor	`-	SWorker	2
197	Mukesh	Gobind	`-	SWorker	2
198	Adeel	Nasir Mashi	`-	SWorker	2
199	Qurban Ali	Ghulam Abbas	`-	SWorker	2
200	Khair Muhammad	Muhdho Khan	`-	SWorker	3
201	Farzana	w/o Jamaluddin	`-	SWorker	2
202	Iqbal	Younis Masih	`-	S/worker	2
203	Javed Ahmed	Hussain Bux Shaikh	`-	SWorker	4
204	Gullan	Gul Muhammad	`-	SWorker	2
205	Abdul Sattar	Bahadur Shaikh	`-	SWorker	2
206	Iqbal	Pooran Harijan	`-	SWorker	2
207	Shamoo	Bagan Harijan	`-	SWorker	2
208	Rahib Hassain	Wazeer Ali	`-	SWorker	2
209	Parwaiz	Saffar Shaikh	`-	SWorker	2
210	Qaima	w/o Parwiz Shaikh	`-	SWorker	2
211	Abdul Khaliq	Saffar Shaikh	`-	SWorker	2
212	Shabir Ahmed	Abdul Khaliq Shah	`-	SWorker	2
213	Jalauddin	Abdul Sattar	`-	SWorker	3

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S.No	Name	Father's/ Husband Name	Qualification	Designation	BPS
214	Nusrat	w/o Aslam	`-	S/Worker	2
215	Mst. Ilias	w/o Qadir Mashi	`-	S/Worker	2

DUPATED STAFF TO CIVIL HOSPITAL JACOABABD.

216	Dr. Abdul Waheed	Abdul Ghafoor	BDS	Sr. Dental Surgeon	18
217	Dr. Muhammad Hanif	Muhammad Paryal	MBBS, DLO	MO/ENT Specialist	17
218	Dr. Sadiq Ali	Taj Muhammad	MBBS	MO	17
219	Muhammad Ishaque	M. Ramzan Mughal	Diploma in Nursing	Dispenser	16
220	Agha Ghulam Mustafa	Agha Shah Nawaz	MA	Jr. Clerk	7
221	Dr. Ayaz Ali	Muhammad Iqbal	BDS	Dental Surgeon	17
222	Dr. Riaz Ahmed	Nisar Ahmed Soomro	MBBS	MO	17
223	Dr. Manzoor Ahmed	Ghulam Hussain Kalhoro	MBBS	Pediatrician	18
224	Dr. Manzoor Ahmed	Ghulam Hussain Soomro	MBBS	MO	17
225	Faiz Muhammad	Shahmir Khan	Matric	Purchee Clerk	7
226	Imdad Hussain	Allah Diwayo	Technician course	OT Tech;	16

MALARIA UNIT

227	Bashir Ahmed	Jan Muhammad	Matric	Lab; attendant	5
228	Zahid Hussain	Munir Hussain	`-	Ward Servant	2
229	Yaqoob Ali	Bahawal Khan	Matric	Malaria Supervisor	6
230	Mureed	Khudadad Khan	HSC	Microscopist	9


Annexure-B: List of DHQH Staff Which Opted for JIMS

No	Name	Father's/Husband Name	Qualification	Designation	BPS
1	Dr. Mushtaque Ahmed	Ghulam Mustafa Bajkani	MBBS	Civil Surgeon	20
2	Dr. Rehana Asghar	w/o Asghar Ali Shaikh	MBBS	Chief Chest Spl;	20
3	Dr. Naheed Saleem	w/o Saleem	MBBS,FCPS	Sr. Gynecologist	19
4	Dr. Hamida Asif	w/o Dr. Capt; Asif Ali	MBBS	Chief RMO	19
5	Dr. Muhammad Anwar	Ghulam Qadir	MBBS, Dip; Ortho	Chief RMO	19
6	Dr. Nadeem Akhtar	Inayatullah	MBBS Dip; Pathology	Pathologist	19
7	Dr. Manohar Lal	Karorimal	MBBS Dip; in Ophth;	Sr. Ophthalmologist	19
8	Dr. Abdullah Saeed	Ghulam Mustafa Shaikh	MBBS Dip; in medicine	Sr. Physician	19
9	Dr. Muhammad Akbar	Hussain Bux Lashari	MBBS DMRD	Sr. Radiologist	19
10	Dr. Bashir Ahemd	Ahmed Bag Brohi	MBBS Dip; in Pathology	Pathologist	18
11	Dr. Asif Ali	M. Jurial	MBBS Dip; Card	SMO/Cardiologist	18
12	Dr. Muhammad Hashim	M. Qasim Qureshi	MBBS, FCPS	Ophthalmologist	18
13	Dr. Manohar Lal	Hemandas	MBBS, Derm;	Dermatologist	18
14	Dr. Farheen	Nazir Hussain	MBBS	SWMO	18
15	Dr. Sikandar Ali	Habibullah	MBBS	SMO	18
16	Dr. Iltaf Ahmed Wagan	Khaliq Dino wagan	MBBS	SMO	18
17	Dr.Ahmed Bux Jakhrani	Muhbat Khan Jakhrani	MBBS	SMO	18
18	Dr. Hamid Ahmed	Noor Muhammad Soomro	MBBS	SMO	18
19	Dr. Abdul Hakeem	Illahi Bux Soomro	MBBS	SMO	18
20	Dr. M. Soughat	M. Iqbal Katto	MBBS	MO	17
21	Dr. Muhammad Ali	Dhani Bux Ansari	MBBS, FCPS	MO	17
22	Dr. Romana	Naeem Khawaja	MBBS	WMO	17
23	Abdul Nabi	Qalandar Bux	Short Hand course	Stenographer	16
24	Muhammad Ishaque	Nazar Muhammad	Tech; course	OT Tech;	16
25	Muhammad Anwar	Gahno Khan	Tech; course	OT Tech;	14
26	Muhammad Ishaque	Muhammad Ibrahim	Tech; course	Dental Technician	16
27	Manzoor Hussain	Munir Hussain Dasti	BA	Dispenser	14
28	Abdul Khaliq	Qalandar Bux	Matriculation	Dispenser	9
29	Agha Iftakhar Hussain	Agha Gada Hussain	BA	Dispenser	9
30	Qurban Ali	Khair Muhammad Buriro	MA	Sr. Clerk	11
31	Muhammad Rafique	M. Amin Leghari	Matriculation	Jr. Clerk	7
32	Wasim Balam	Baalach Khan Balam	MA	Purchee Clerk	7
33	Khan Muhammad	Qadir Bux Sarki	MA	Purchee Clerk	7

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No	Name	Father's/Husband Name	Qualification	Designation	BPS
34	Muhammad Jaffar	Wazir Khan	-	Driver	7
35	Fazal Hussain	M. Jaffar Mugheri	Middle	Driver	5
36	Ali Gul	Jam Khan Kanasro	-	Dental Attendant	6
37	Muhammad Ramzan	Ghulam Nabi	-	Malhi	3
38	Abdul Haleem	Noor Muhammad	-	Naib Qasid	4
39	Haji Khan	Muhammad Soomar	-	S/Worker	3
Staff deputed form other Health facilities at DHQ, Jacobabad					
40	Dr. Abdul Waheed	Abdul Ghafoor	BDS	Sr. Dental Surgeon	18
41	Dr. Muhammad Hanif	Muhammad Paryal	MBBS Dip; ENT	MO/ENT Specialist	17
42	Muhammad Ishaque	M. Ramzan Mughal	Nursing course	Dispenser	16
43	Agha Ghulam Mustafa	Agha Shah Nawaz	MA	Jr. Clerk	7
44	Dr. Ayaz Ali	Muhammad Iqbal	BDS	Dental Surgeon	17
45	Dr. Manzoor Ahmed	Ghulam Hussain Soomro	MBBS	MO	17
46	Imdad Hussain	Allah Diwayo	Tech; course	OT Tech;	16
Staff from Malaria Control Program					
47	Bashir Ahmed	Jan Muhammad	Matriculation	Lab; attendant	5
48	Zahid Hussain	Munir Hussain	-	Ward Servant	2
49	Yaqoob Ali	Bahawal Khan	Matriculation	Malaria Supervisor	6
50	Mureed	Khudadad Khan	HSC	Microscopist	9

Annexure-C: Notification of Selection/Recruitment Committee


GOVERNMENT OF SINDH
HEALTH DEPARTMENT
Karachi, dated the 20th May, 2014

NOTIFICATION

NO.SO-II-T(H)JIMS/26-39/14 With the approval of Competent Authority i.e. Secretary Health Government of Sindh, a Selection Committee comprising of the of following composition is hereby constituted for Hiring / Selection of Director, Jacobabad Institute of Medical Sciences (JIMS), Jacobabad:

1. Mr. Aijaz Khan Jakkhani, MNA	Chairman
2. Dr. Hadi Bakhshi Jatoi, Ex-Director General Health, Sindh / Member, Board of Governors, JIMS	Member
3. Additional Secretary (Dev)/Project Director, Allied Health Services, JIMS, Health Department	Member
4. Base Commander, PAF, Shahbaz Base, Jacobabad	Member
5. Representative of USAID	Member
6. A Representative of SG&CD, not below BPS-19	Member
7. A Representative of Finance Department, not below BPS-19	Member
8. Deputy Commissioner, Jacobabad	Member

TOR OF COMMITTEE:

- To short list the aspirant candidates for the post of Director, Jacobabad Institute of Medical Sciences (JIMS), Jacobabad;
- To conduct written Test / interviews of the shortlisted candidates; and
- The committee shall finalize and furnish its recommendations to Competent Authority for Selection /Hiring of Director, JIMS, Jacobabad.

IQBAL HUSSAIN DURRANI
SECRETARY HEALTH
Karachi, dated the 20th May, 2014

NO.SO-II-T(H)JIMS/26-39/14

A copy is forwarded for information & necessary action to:

1. The Chairman/Members of the Committee.
2. The Country Chief, USAID, Karachi.
3. The P.S. to Secretary to Chief Minister Sindh, Karachi.
4. P.S to Chief Secretary, Government of Sindh, Karachi.
5. P.S to Minister, Health Department, Government of Sindh, Karachi.
6. P.S to Secretary, Health Department, Government of Sindh, Karachi.

(GHULAM ABBAS IBBASI)
SECTION OFFICER-II-T(H)

Annexure-D: Selection Criteria

S. No	Name of Post	Maximum Age	Qualification and Experience
1	Deputy Director/ Finance Officer (BPS-18)	40	MBA (Finance). Experience of 3 years in finance and administration is must
2	Physician (BPS-18)	40	MBBS, FPS/MD/MCPS (Medicine), registered with Pakistan Medical and Dental Council (PMDC)
3	Gynecologist (BPS-18)	40	MBBS, FCPS/MS/MCPS/DGO, registered with PMDC
4	Pediatrician (BPS-18)	40	MBBS, FCPS/MD/MCPS/DCH, registered with PMDC
5	Anesthetist (BPS-18)	40	MBBS, FCPS/MCPS/DA, registered with PMDC
6	Cardiologist (BPS-18)	40	MBBS, FCPS/MCPS/Dip Card, registered with PMDC
7	Orthopedic Surgeon (BPS-18)	40	MBBS, FCPS/MS/MCPS, registered with PMDC
8	General Surgeon (BPS-18)	40	MBBS, FCPS/MS/MCPS, registered with PMDC
9	MO (BPS-17)	40	MBBS, registered with PMDC having 3 years experience
10	WMO (BPS-17)	40	MBBS, registered with PMDC having 3 years experience
11	Bio-Medical Engineer (BPS-17)	30	BE (Electro Medical Technology) from recognized University
12	Pharmacist (BPS-17)	30	B /D Pharm registered with Pakistan Pharmacy Council.
13	Staff Nurse (Female) (BPS-16)	30	Diploma in Nursing along with Diploma in Midwifery registered with Pakistan Nursing Council (PNC)
14	Maintenance Supervisor (BPS-14)	30	Diploma in Associate Engineering (DAE) (Civil) registered with Pakistan Engineering Council
15	Computer Operator (BPS-12)	35	Ba/BSc/Bcom/BBA, Diploma in Computer Sciences having experience of 3 years as computer operator
16	HVAC Operator (BPS-12)	35	Diploma in Associate Engineering (DAE) (Refrigeration & Air-conditioning) registered with Engineering Council
17	Solar System Operator (BPS-12)	35	Diploma in Associate Engineering (DAE) (Electrical) registered with Pakistan Engineering Council having at least 5 years experience in relevant field
18	Incinerator Operator (BPS-12)	35	Diploma in Associate Engineering (DAE) (Mechanical) registered with Pakistan Engineering Council
19	LHV (BPS-9)	35	LHV course registered with Pakistan Nursing Council (PNC)
20	Store Keeper/Office Assistant (BPS-9)	35	Ba/BBA/BCom. Preference will be given to those having proficiency in computers
21	Midwife (BPS-7)	35	Diploma in Midwifery registered with Pakistan Nursing Council (PNC)
22	Electrician (BPS-5)	35	Matric. Preference will be given to those having certificate from STEVETA/ Board of Technical Education having at least 7 years experience in relevant field
23	Plumber (BPS-4)	35	Matric. Preference will be given to those having certificate from technical institution having at least 5 years experience in relevant field
24	Generator Operator (BPS-4)	35	Matric. Preference will be given to those having experience as mechanic having at least 5 years experience in relevant field

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25	Driver (BPS-4)	35	Matric with driving license (LTV/HTV) having at least 5 years experience as driver
26	Porter/ Patient attendant	35	Matric, preference will be given to candidates having 2 years experience in hospital setting.
27	Chowkidar / Security Guard (BPS-2)	35	Matric. Retired Armed Forces Personnel will be preferred
28	Janitorial staff/ Khakrob/ Sanitary worker (BPS-1)	35	Literate

Annexure-E: Job Descriptions

Job Title

Director BPS-20 (Equivalent)

Department

Management

Reporting to

Executive Director/Management Committee /Board of Governors

Qualification, experience and competencies

- MBBS, Masters in Public Health/ Hospital Management form PMDC recognized Institution
- 10 years progressive experience of managing health services/facility

Responsibilities and Duties

- During the immediate strategic plan, the Director shall be the overall Head of the Organization at JIMS.
- The Director shall be answerable to BoG on all matters related to JIMS including long term strategic plan after five years.
- Will work as secretary of BoG.
- Be a permanent member of the Institutional Management Committee.
- Exercise the administrative and financial powers as delegated to him under the rules.
- Shall be the Principal Accounting Officer of the institutions.
- Shall assign the DDO power to the Deputy Director Finance / Finance officer for the Personnel Ledger Accounts (PLA) at the treasury/ District Accounts Office.
- Report to the BoG in immediate strategic plan on all important matters concerning patients care after long term strategic plan.
- Be responsible for all matters relating to departments, management, patient care and shall discharge all duties entrusted to him by BoG.
- Plan and promulgate with the approval of the Management Committee comprehensive patient care and clinical facility programs in the JIMS in order to raise and maintain the standard of health delivery.

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- Maintain discipline in the institute including punctuality, conduct and performance.
- Discharge all academic duties entrusted to him by the Management Council.
- Draw up and promulgate the detailed teaching Programs for Health Human Resource Development in accordance with the recommendations of the JIMS Academic Council, Pakistan Medical and Dental Council (PMDC), Pakistan Nursing Council (PNC), Sindh Medical Faculty, Sindh Nursing Examination Board and Board of Studies of University concerned in long term plan.
- Sign and issue experience certificates in respect of Medical Personnel, House Officers, Nursing, midwifery, Technicians and other paramedical staff of the hospital and certify patient care activities performed by the clinical staff up to the senior registrar level.
- Be responsible for maintaining clinical and administrative data record of the Institute and report to the BoG on quarterly basis
- Ensure the compliance of appropriate steps proposed by the Executive Director /Management Committee/BoG.
- Be responsible for maintaining the Institutional assets including medical and/otherwise equipment and machines.
- Work within the parameters/framework laid down by the Executive Director / Management Committee
- Convene BoG meeting on quarterly basis and submit a quarterly plan and progress report to the BoG.
- Shall carry out any other duties that may be assigned to him from time to time by the Management Committee and shall keep them informed about the performance of his/her functions.

Job Title

Deputy Director/Finance Officer BPS-18(Equivalent)

Department

Management

Reporting to

Director Finance/ Director JIMS

Qualification, experience and competencies

- Masters preferably MBA (Finance)
- 3 year experience of working as Finance officer preferably in health care setup

Responsibilities and Duties

- The Deputy Director/Finance Officer shall be the member of Management Team
- The Deputy Director/Finance Officer shall be responsible for preparation of financial plans of the institution & its implementation under general supervision & control of the Director
- Coordinate & supervise all the financial accounting matters of the institution
- Render advice to the Director on matters concerning financial implications generally & particularly on investment of institution fund, not immediately required, in profitable schemes, with a view to improve financial sustainability of the institution.
- Being the Chief Accounts Officer of the institution, he/she shall be responsible to keep all the accounts according to the rules & regulations approved by the Director/ BoG
- Be responsible to watch the proper functioning of Budget & Finance Branch of the institution and preparation of budget estimates.
- Be responsible for coordinating & follow up of the external audit of the accounts on regular basis
- Prepare the detailed regulations & procedures for the financial management of the institution & get the same to be approved by the Director/ BoG
- Shall carry out any other duty assigned to him/her from time to time by Director/ BoG.

Job Title

Physician BPS-18 (Equivalent)

Department

Medicine

Reporting to

Director HR /Director JIMS

Qualification, experience and competencies

- FCPS/MD/MCPS registered with PMDC **or**
- MBBS with 4 years experience of postgraduate training at a CPSP recognized Institution

Responsibilities and Duties

- His/her job is full-time, residential & non-practicing.
- Shall work as Head of Unit.
- Provides medical patient care by interviewing, examining and treating of clinical patients in order to meet their medical needs
- Educates patients on wellness, prevention and early detection by providing materials and resources to the patients and families
- Determines which referrals are required based on examination and patient needs
- Determines level of urgency of follow-up, referral/consultation appointments
- Exercises final medical judgment in all issues of health care
- Prescribes medical treatment and clinical drugs to patients
- Orders studies, test and ancillary services
- Documents all services in patient medical record
- Reviews on a regular basis long term cases that require ongoing medical attention
- Consults with Director JIMS and other professionals on staff as needed regarding patient care, assessment, and education issues
- Participates in quality improvement, management, continuing education, and other patient care programs established by the hospital or clinic requirements
- Oversees mid-level medical staff as assigned as well as nursing clinical staff
- Assists in the resolution of complaints, requests and inquiries from patients
- Maintains confidentiality of all patient information according to the approved/available guidelines and regulations.
- Any other duty assigned by the Supervisor, as and when needed.

Job Title

Gynecologist BPS-18 (Equivalent)

Department

Obstetrics and Gynecology

Reporting to

Director HR/ Director JIMS

Qualification, experience and competencies

- FCPS/MS/MCPS/ DGO registered with PMDC or
- MBBS with 4 years experience of postgraduate training at a CPSP recognized Institution

Responsibilities and Duties

- His/her job is full-time, residential & non-practicing.
- Shall work as Head of Unit.
- Develop a program of patient care encompassing patient, out patient and emergency care.
- Discharging clinical duties in the teaching hospital by conducting ward rounds, OPDs and providing emergency cover.
- Monitoring and Evaluation of young doctors responsible for patient care.
- Patient care as per duty roster (Ward rounds, OPDs and on call duties).
- Advising the institution in developing cost effective patient care.
- Overall co-ordination of departmental activities including teaching, departmental administration, examination and patient service/care.
- Holds demonstrations of complicated cases of academic interest.
- Co-ordinates intra and inter departmental activities.
- Participating in Heads of the Departments meetings by Director
- Conduct departmental meetings for smooth functioning of the department.
- Participates in quality improvement, management, continuing education, and other patient care programs established by the hospital.
- To ensure maintenance of departmental decorum, discipline, conduct and patient service care ensuring morning / evening round by concerned staff.
- To ensure timely availability of necessary inputs to the department in the form of equipments, materials, academic or patient care.
- Maintenance of departmental records documents and accounts.
- Be a member of committees to inquire adverse events, carry out audits and evaluate performances, thus improving practices/system.
- Participate in the development of SOPs and treatment guidelines & protocols.
- Any other duty assigned to him/her by Director.

Job Title

Pediatrician BPS-18 (Equivalent)

Department

Pediatrics

Reporting to

Director HR/ Director JIMS

Qualification, experience and competencies

- FCPS/MD/MCPS/ DCH registered with PMDC or
- MBBS with 4 years experience of postgraduate training at a CPSP recognized Institution

Responsibilities and Duties

- His/her job is full-time, residential & non-practicing.
- Overall in charge of child health in the institute
- Plan, implement, monitor and evaluate child health programs in the institution
- Examine patients and order, perform, and interpret diagnostic tests to obtain information on medical condition and determine diagnosis.
- Examine children regularly to assess their growth and development.
- Prescribe or administer treatment, therapy, medication, vaccination, and other specialized medical care to treat or prevent illness, disease, or injury in infants and children.
- Prescribe or administer treatment, therapy, medication, vaccination, and other specialized medical care to treat or prevent illness, disease, or injury in infants and children.
- Collect, record, and maintain patient information, such as medical history, reports, and examination results.
- Advise patients, parents or guardians, and community members concerning diet, activity, hygiene, and disease prevention.
- Treat children who have minor illnesses, acute and chronic health problems, and growth and development concerns.
- Explain procedures and discuss test results or prescribed treatments with patients and parents or guardians.
- Monitor patients' conditions and progress and reevaluate treatments as necessary.
- Direct and coordinate activities of nurses, students, assistants, specialists, therapists, and other medical staff.
- Plan, implement, or administer health programs or standards in hospitals, businesses, or communities for prevention or treatment of injury or illness.
- Plan and execute medical care programs to aid in the mental and physical growth and development of children and adolescents.
- Participates in quality improvement, management, continuing education, and other patient care programs established by the hospital.
- Any other duty assigned to him/her by Director.

Job Title

Anesthetist BPS-18 (Equivalent)

Department

Anesthesia

Reporting to

Director HR/ Director JIMS

Qualification, experience and competencies

- FCPS/MS/MCPS/ DA registered with PMDC or
- MBBS with 4 years experience of postgraduate training at a CPSP recognized Institution

Responsibilities and Duties

- His/her job is full-time, residential & non-practicing.
- Shall work as Head of Unit.
- Takes care of Intensive Care Unit.
- Stays on call for emergency cases and critically ill patients and be immediately summoned to the hospital when required.
- Supervise the performance of subordinate staff, delegates to them activities they are qualified & competent to do in accordance with approved SOPs.
- Prepare patients for surgery by explaining any risks or side effects
- Give anesthetics to patients
- Observe and monitor patients during surgery, responding quickly to any changes
- Resuscitate and stabilize patients in the emergency department
- Relieve pain during childbirth
- Ease pain after an operation
- Manage acute and chronic pain independently.
- Carries out diagnostic & therapeutic procedures in accordance with his approved clinical privileges.
- Ensures that records of patients treated by his unit are legible, up-date & correctly reflect the patient's condition and response to treatment.
- Carries out all other duties as may be assigned to him by the head of institution.
- Participates in quality improvement, management, continuing education, and other patient care programs established by the hospital.

Job Title

Cardiologist BPS-18 (Equivalent)

Department

Cardiology

Reporting to

Director HR/ Director JIMS

Qualification, experience and competencies

- FCPS/MS/MCPS/ Dip Card registered with PMDC or
- MBBS with 4 years experience of postgraduate training at a CPSP recognized Institution

Responsibilities and Duties

- His/her job is full-time, residential & non-practicing.
- Shall work as Head of Unit.
- Develop a program of patient care encompassing patient, out patient and emergency care.
- Discharging clinical duties in the teaching hospital by conducting ward rounds, OPDs and providing emergency cover.
- Monitoring and Evaluation of young doctors responsible for patient care.
- Patient care as per duty roster (Ward rounds, OPDs and on call duties).
- Advising the institution in developing cost effective patient care.
- Overall co-ordination of departmental activities including teaching, departmental administration, examination and patient service/care.
- Holds demonstrations of complicated cases of academic interest.
- Co-ordinates intra and inter departmental activities.
- Participating in Heads of the Departments meetings by Director
- Conduct departmental meetings for smooth functioning of the department.
- To ensure maintenance of departmental decorum, discipline, conduct and patient service care ensuring morning / evening round by concerned staff.
- To ensure timely availability of necessary input to the department in the form of equipments, materials, academic or patient care.
- Maintenance of departmental records documents and accounts.
- Be a member of committees to inquire adverse events, carry out audits and evaluate performances, thus improving practices/system.
- Participate in the development of SOPs and treatment guidelines & protocols.
- Participates in quality improvement, management, continuing education, and other patient care programs established by the hospital.
- Any other duty assigned to him/her by Director.

Job Title

Orthopedic Surgeon BPS-18 (Equivalent)

Department

Orthopedic Surgery

Reporting to

Director HR/ Director JIMS

Qualification, experience and competencies

- FCPS/MD/MCPS/ DA registered with PMDC or
- MBBS with 4 years experience of postgraduate training at a CPSP recognized Institution

Responsibilities and Duties

- Treat most muscle and skeletal problems including arthritis, congenital deformities, or trauma injuries.
- Conduct interviews with patients, examine them, and perform tests (like x-rays, MRIs, arthroscopy, and blood sampling) to make diagnoses.
- Provide medical care by performing physical exams, designing treatment and therapeutic plans, and keeping track of patient progress to determine what needs to be done.
- Perform back and spinal surgeries, joint replacement surgery, and repair fractures in bones.
- Is often in charge of the entire orthopedic department including the physician's assistants, nurses and surgery technicians.
- Treat fractures and dislocations; torn ligaments, sprains, and strains; tendon injuries, pulled muscles, and bursitis; ruptured discs, sciatica, low-back pain, and scoliosis; knock knees, bow legs, bunions, and hammer toes; arthritis and osteoporosis; bone tumors, muscular dystrophy, and cerebral palsy; club foot and unequal leg length; abnormalities of the fingers and toes; and growth abnormalities.
- Assign assistants and technicians to specific duties and surgeries and make sure everyone is taking part in helping the department to operate smoothly.
- Perform noninvasive procedures like prescribing drugs and nutritional supplements; recommending therapeutic exercises; and immobilizing fractured bones with the use of braces, splints, and casts.
- Participates in quality improvement, management, continuing education, and other patient care programs established by the hospital.
- Any other duty assigned to him/her by Director.

Job Title

General Surgeon BPS-18 (Equivalent)

Department

General Surgery

Reporting to

Director HR/ Director JIMS

Qualification, experience and competencies

- FCPS/MS/MCPS registered with PMDC or
- MBBS with 4 years experience of postgraduate training at a CPSP recognized Institution

Responsibilities and Duties

- Make sure that patients understand the surgical procedure you are about to undertake.
- Analyze and maintain patient records.
- Work in immensely stressful situations, during which they will need to make quick life changing decisions.
- Maintain an excellent level of physical and mental fitness.
- Surgical operations may need to be conducted about three times a week and can last for several hours in some cases.
- Dexterity and hand-eye coordination will need to be maintained.
- Study throughout their career in order to advance, but also to learn of any new surgical procedures.
- Carry out physical examinations and other tests to diagnose patients and recommend the necessary treatment.
- There is the possibility that you will need to be on call for emergencies.
- Make sure that communication with other professionals is maintained.
- Cleanliness will need to be upheld.
- May also need to carry out research and write papers for publication.
- Carrying out operations with a team of people including other surgeons, anesthetists, technicians and nurses
- Liaising with nurses and junior doctors after operations
- Carrying out ward rounds (daily visits to check on the progress of your patients)
- Writing to GPs about your patients' conditions and treatments.
- Responsible for training and supervising junior doctors and other healthcare professionals in the hospital.
- Any other duty assigned to him/her by Director.

Job Title

Medical Officer BPS-17 (Equivalent)

Department

OPD

Reporting to

Director HR/ Director JIMS

Qualification, experience and competencies

- MBBS registered with PMDC

Responsibilities and Duties

- He is answerable to Head of clinical unit and, through him, to the Director
- His job is full time & non-practicing.
- Shall work under the supervision of in charge of the unit.
- Shall follow the departmental SOPs.
- Manage medical and surgical patients.
- Consult specialists where necessary.
- Undertake appropriate hospital administration in team leadership.
- Teach Midwives/community health worker/ students and staff where appropriate. This includes clinical and theoretical teaching.
- Meet with medical staff, such as doctors, nurses and practitioners, to discuss procedures and policies and performance-related issues.
- There are times when a medical officer may interact directly with patients concerning the quality of care received, or address patient concerns about treatment.
- A chief hospital administrator may ask the medical officer to examine a special business issue involving the medical complex regarding acquisition or expansion of real property.
- Any other duty assigned by in charge of the unit

Job Title

Women Medical Officer BPS-17 (Equivalent)

Department

OPD

Reporting to

Director HR/ Director JIMS

Qualification, experience and competencies

- MBBS registered with PMDC

Responsibilities and Duties

- She is answerable to Head of clinical unit and, through him, to the Director
- Her job is full time & non-practicing.
- Shall work under the supervision of in charge of the unit.
- Shall follow the departmental SOPs.
- Manage medical and surgical patients.
- Consult specialists where necessary.
- Undertake appropriate hospital administration in team leadership.
- Teach Midwives/community health worker/ students and staff where appropriate. This includes clinical and theoretical teaching.
- Meet with medical staff, such as doctors, nurses and practitioners, to discuss procedures and policies and performance-related issues.
- There are times when a medical officer may interact directly with patients concerning the quality of care received, or address patient concerns about treatment.
- A chief hospital administrator may ask the medical officer to examine a special business issue involving the medical complex regarding acquisition or expansion of real property.
- Any other duty assigned by in charge of the unit

Job Title

Bio Medical Engineer BPS-17 (Equivalent)

Department

Management

Reporting to

Director HR/ Director JIMS

Qualification, experience and competencies

- Be (Electro medical Technology)from recognized University

Responsibilities and Duties

- Assist in preparing a list of instruments & equipment for different programs planned / implemented by institution
- Monitor the repair & maintenance (including preventive maintenance) and teaching it to local staff of hospital.
- Identify issues in the safe storage of instruments & equipment and discuss to find a solution with management
- Communicate in written and in person with service providers team regarding safe and prolonged use of instruments & equipment.
- Provide technical support in maintaining equipment.
- Assist in procurement of medical/surgical equipment.
- Any other assignment by the Director JIMS.

Job Title

Pharmacist BPS-17 (Equivalent)

Department

Logistic Management / Procurement

Reporting to

Deputy Director /Director JIMS

Qualification, experience and competencies

- B/D-Pharm , registered with Pakistan Pharmacy Council
- 3 years experience of working after graduation

Responsibilities and Duties

- Checking prescriptions to ensure that there are no errors and that they are appropriate and safe for the individual patient;
- Providing advice on the dosage of medicines and the most appropriate form of medication, for example, tablet, injection, ointment or inhaler;
- Participating in ward rounds, taking patient drug histories and involvement in decision-making on appropriate treatments;
- Discussing treatments with patients' relatives, community pharmacists and GPs;
- Ensuring medicines are stored appropriately and securely;
- Supervising the work of less experienced and less qualified staff;
- Answering questions about medicines from within the hospital, other hospitals and the general public;
- Keeping up to date with, and contributing to, research and development;
- Writing guidelines for drug use within the hospital and implementing hospital regulations;
- Providing information on expenditure on drugs;
- Preparing and quality-checking sterile medications, for example, intravenous medications;
- Setting up and supervising clinical trials.
- Any other duty assigned by the Supervisor, as and when needed.

Job Title

Staff Nurse (Female) BPS-16 (Equivalent)

Department

OPD

Reporting to

HoD/RMO/Director HR/ Director JIMS

Qualification, experience and competencies

- BSN/Diploma in Nursing with Diploma in Midwifery
- 3 years post nursing diploma experience

Responsibilities and Duties

- Staff Nurse is answerable to Director HR/ Director JIMS.
- She shall perform her duty as per notified duty Rota or as per instruction of Nursing Supervisor on duty.
- Shall take over from nurse relieved & ensure that all equipment, apparatus, medicine emergency tray & supplies are complete.
- Shall be responsible to bring any unusual occurrence to the notice of Head nurse, Nursing Supervisor on duty and Director HR.
- Shall ensure that Ward orderly, Dai & sweepers perform their duties efficiently & punctually.
- Assist & cooperate with other staff on duty.
- Shall be responsible to read & check reports prepared by relieved nurse & follow instructions about serious patients first.
- Shall assist head nurse in her duties & shall perform her duties in her absence.
- Shall be responsible to maintain patient's records up to date i.e TPR, Treatment & intake / output charts.
- Ensure that before the beginning of morning round, the patients are clean & neat, bedding is done properly & the ward is clean & tidy.
- Shall assist MO/SMOs, Registrar, and Senior Registrar & VP/VS of the ward during rounds of the ward & note/ follow instruction about the patients.
- Ensuring enough nursing care for patients i.e mouth wash, sponging, back rubs, nail cutting & precautions against bed sores.
- Shall assist the MO/SMO, JR, SR & VP/VS in different health facilities available in the institution.
- Shall ensure that specimens for investigations are sent straight to the hospital laboratory & receive / attach the resulting reports to the patients' charts.

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- Shall be responsible to call doctor on duty using call register or telephones for emergency patients or distressed patients.
- Shall promote health education in the ward by talking on various topics to patients and their relatives.
- Shall ensure that patients are taken for examination on time by the ward orderly or dai, X-Rays Lab. Tests, OPD & operation theatre.
- Shall carry out pre-operative & post-operative orders in time.
- Shall prepare & keeps chart ready for newly admitted patients.
- Be responsible to maintain treatment book, stock register of medicine, linen, admission & discharge register, diet register & abstract register up to date.
- Prepare indents for medicines & linen regularly to avoid shortage.
- Shall be responsible to write reports & instruction for ward patients at the end of her duty & hand over to nurse coming on duty in proper order.
- Any other duty assigned to her by Registrar, CNS, MS & CE from time to time.
- Give psychological support to the patient and family.
- Bed side nursing care to assigned stable patients in CCU unit based on basic assessment and evaluating the outcomes.
- Provide routine care for all patients admitted in CCU.
- Make intake and output chart after monitoring the fluid and electrolyte balance.
- Monitoring vital signs and report any deviation from normal to the concerned team leader.
- Carry out various procedures like tracheostomy, intubation etc.
- Administer medications and treatments to the patient as prescribed by the physician.
- Cardio pulmonary resuscitation in case of emergency situation. Must follow universal aseptic techniques.
- Adhere to the hospital policies to prevent infection and to ensure standard healthcare to the patients.
- Based on disease condition, communicate with the patient and family and give health education.
- Work as an effective member of the team to provide quality and safe patient care.
- Practice and participate quality improvement professional in-service Programs.
- Any other duty assigned by the Supervisor, as and when needed.

Job Title

Maintenance Supervisor BPS-14 (Equivalent)

Department

Management

Reporting to

Director HR/ Director JIMS

Qualification, experience and competencies

- Diploma in Associate Engineer (DAE) (Civil)
- 3 years post diploma experience

Responsibilities and Duties

- Planning and undertaking scheduled maintenance
- Responding to breakdowns
- Diagnosing faults
- Repairing buildings
- Supervising engineering and technical staff
- Obtaining specialist components, fixtures or fittings
- Maintaining statistical and financial records
- Ensuring compliance with health and safety legislation
- Creating maintenance procedures
- Managing stocks of supplies and equipment
- Managing Water and Sanitation.
- Any other duty assigned by the Supervisor, as and when needed.

Job Title

Computer Operator BPS-12 (Equivalent)

Department

Management

Reporting to

Director HR/ Director JIMS

Qualification, experience and competencies

- BA/BSc /BCom/ BBA, Diploma in Computer Sciences having 3 years experience as computer operator

Responsibilities and Duties

- Use computer applications such as spreadsheets, word processing, calendar, email and database software in performing work assignments.
- Receive callers, ascertaining their business and answers their questions or refer them to the proper person/division.
- Take and transcribe important and confidential dictation.
- Take notes of meetings and hearings, and prepare the minutes.
- Utilize a full range of skill in the operation of computer software applications to perform a variety of complex typing and clerical tasks.
- Arrange appointments and meetings, and prepare materials for them.
- As delegated, relay directives to subordinate personnel and follow up on their completion.
- Open and screen mail, and answers it independently or routes it with background material as necessary.
- Handle other correspondence independently, as delegated or from brief direction.
- Handle special and confidential assignments for superior.
- Maintain and direct the maintenance of files, both general and confidential.
- Any other duty assigned by his/her supervisor.

Job Title

HVAC Operator BPS-12 (Equivalent)

Department

Management

Reporting to

Medical Equipment Specialist / RMO/Director HR/ Director JIMS

Qualification, experience and competencies

- Diploma in Associate Engineer (DAE) (Refrigeration and Air conditioning)
- One year Experience as HVAC operator

Responsibilities and Duties

- Assemble, install, test, and maintain HVAC equipment, appliances, apparatus, and fixtures, using hand tools and power tools.
- Diagnose malfunctioning systems, apparatus, and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem.
- Connect wires to circuit breakers, or other components.
- Inspect HVAC systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes.
- Advise management on whether continued operation of equipment could be hazardous.
- Test HVAC systems and continuity of circuits, equipment, and fixtures, using testing devices such as ohmmeters, voltmeters, and oscilloscopes, to ensure compatibility and safety of systems.
- Any other duty assigned by the Supervisor, as and when needed.

Job Title

Solar System Operator BPS-12 (Equivalent)

Department

Management

Reporting to

Medical Equipment Specialist / RMO/Director HR/ Director JIMS

Qualification, experience and competencies

- Diploma In Associate Engineer (DAE)) (Mechanical)
- 5 year Experience in same position

Responsibilities and Duties

- Assemble, install, test, and maintain solar equipment, appliances, apparatus, and fixtures, using hand tools and power tools.
- Diagnose malfunctioning Solar systems, apparatus, and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem.
- Connect wires to circuit breakers, or other components.
- Inspect Solar systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes.
- Advise management on whether continued operation of equipment could be hazardous.
- Test HVAC systems and continuity of circuits, equipment, and fixtures, using testing devices such as ohmmeters, voltmeters, and oscilloscopes, to ensure compatibility and safety of systems.
- Any other duty assigned by the Supervisor, as and when needed.

Job Title

Incinerator Operator BPS-12 (Equivalent)

Department

Management

Reporting to

Medical Equipment Specialist / RMO/Director HR/ Director JIMS

Qualification, experience and competencies

- Diploma in Associate Engineer (DAE)) (Mechanical)
- One year experience in same position

Responsibilities and Duties

- Inspects points of waste generation in laboratories and satellite storage areas prior to special medical waste pick-ups and prepares and labels waste containers.
- Inspects waste accumulation facilities to determine that containers are not leaking. Inspects safety equipment such as showers and eye washers.
- Organize collection, segregation and packages special medical waste containers.
- Prepares manifests and transports special medical waste shipments from satellite accumulation points.
- Assists in the collection, segregation and packaging of hazardous chemical and radioactive waste.
- Operates the incinerator for the disposal of special medical waste. Assists in other treatment activities such as compaction, neutralization and autoclaving.
- Performs routine inspection and maintenance of the special medical waste incinerators and associated pollution control equipment.
- Maintains required records of incinerator operations and maintenance and assists in the preparation of mandatory federal and state reports.
- Logs pick-up requests, waste disposal manifests and waste inventories.
- Any other duty assigned by the Supervisor, as and when needed.

Job Title

Lady Health Visitor BPS-9 (Equivalent)

Department

OPD

Reporting to

LHV course registered with Pakistan Nursing Council (PNC)

Qualification, experience and competencies

- Diploma in Associate Engineer (DAE)) (Mechanical)
- One year experience in same position

Responsibilities and Duties

- By using specialist healthcare interventions meet the health-related needs of individuals, families, groups and communities as well as assessing and evaluating their effectiveness.
- Work as part of a multi-disciplinary team, which may include GPs, midwives, community nursery nurses, health visitors' assistants, healthcare assistants and community staff nurses.
- Advise and informing new parents on issues such as feeding, sleeping, safety, physical and emotional development, weaning, immunization and other aspects of childcare.
- Lead and delivering the Health Child Programs.
- Provide support from early pregnancy to a child's early weeks and throughout their childhood - providing a gateway to other services as required.
- Work in partnership with families to develop and agree tailored health plans addressing individual parenting and health needs.
- Manage parent and baby clinics at surgeries, community and Sure Start Children's
- Work collaboratively with children's centers, schools, preschools and action groups in the local community.
- Provide emotional support regarding issues such as postnatal depression.
- Diagnose minor conditions and prescribing low-level medication.
- Support and training new health visitors and support staff.
- Maintain and updating client records.
- Plan and setting up health promotion displays.
- Maintain the standards and requirements of professional and statutory regulatory bodies, adhering to relevant codes of conduct, understanding the legal and ethical responsibilities of professional practice and maintaining the principles and practice of client confidentiality.

Job Title

Store Keeper/Office Assistant BPS-9 (Equivalent)

Department

Management

Reporting to

Director HR/ Director JIMS

Qualification, experience and competencies

- BA/BBA/BCom
- 2 years experience as Store Keeper/Office Assistant
- Proficiency in Computers preferred

Responsibilities and Duties

- Preparing and updating inventory of all items on regular basis.
- Receives and inspects all incoming materials and reconciles with purchase orders, processes and distributes documentation with purchase orders, reports, documents and tracks damages and discrepancies on orders received.
- Makes intra- and inter-campus deliveries of requested surplus office furniture and merchandise, maintains records of all deliveries.
- Fills supply requisitions; assists buyer to order adequate merchandise and supplies, delivers orders to JIMS staff
- Receives, stores, tags and tracks surplus property; prepares property lists for items to be sold at auction.
- Receives and stores documents and confidential files; maintains record of approved document and confidential file destruction.
- Ships canceled and damaged items back to vendors as appropriate.
- Delivers and sets up furniture for various campus events as requested.
- Handles and documents storage and transportation of hazardous materials.
- Maintains the warehouse, records area and stores area in a neat and orderly manner.
- Answers questions regarding procedures and resolves discrepancies regarding receipts, deliveries, warranties, repairs and surplus property.
- Trains and directs the work of student assistants.
- May serve as a lead worker to other classified staff in the area.
- Any other duty assigned by the Supervisor, as and when needed.

Job Title

Midwife BPS-7 (Equivalent)

Department

OPD

Reporting to

RMO/Director HR/Director JIMS

Qualification, experience and competencies

- Diploma in Midwifery registered with Pakistan Nursing Council (PNC)

Responsibilities and Duties

- Responsible for the care of mother and baby, adhere to hospital policy and maintain an awareness of issues such as health and safety.
- Diagnose, monitor and examine women during pregnancy.
- Develop, assess and evaluate individual Programs of care.
- Provide full antenatal care, including screening tests in the hospital, community and the home.
- Identify high risk pregnancies and making referral to doctors and other medical specialists.
- Arrange and provide parenting and health education for the woman, her partner and family members.
- Encourage participation of family members in the birth to support the mother and enhance both mother/baby bonding and family relationships.
- Provide counseling and advice before and after screening.
- Offer support and advice following events such as miscarriage, termination, stillbirth, neonatal abnormality and neonatal death.
- Supervise and assisting mothers in labor, monitoring the condition of the fetus and using knowledge of drugs and pain management.
- Give support and advice on the daily care of the baby, including breast feeding, bathing and making up feeds;
- Provide advice and guidance on a safe and timely transfer home;
- Liaison with agencies and other health and social care professionals to ensure continuity of care;
- Engage in professional development to meet PREP (post-registration education and practice) requirements;
- Participate in the training and supervision of junior colleagues?.
- Any other duty assigned by the supervisor.

Job Title

Electrician BPS-5 (Equivalent)

Department

Management

Reporting to

Civil works supervisor / RMO/Director HR/ Director JIMS

Qualification, experience and competencies

- Matriculate with certificate course in Electrician registered with STVETA / Board of Technical Education
- At least 7 years experience in relevant field required

Responsibilities and Duties

- Assemble, install, test, and maintain electrical or electronic wiring, equipment, appliances, apparatus, and fixtures, using hand tools and power tools.
- Diagnose malfunctioning systems, apparatus, and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem.
- Connect wires to circuit breakers, transformers, or other components. Inspect electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes.
- Advise management on whether continued operation of equipment could be hazardous.
- Test electrical systems and continuity of circuits in electrical wiring, equipment, and fixtures, using testing devices such as ohmmeters, voltmeters, and oscilloscopes, to ensure compatibility and safety of system.
- Any other duty assigned by the Supervisor, as and when needed.

Job Title

Plumber BPS-4 (Equivalent)

Department

Management

Reporting to

Civil works supervisor / RMO/Director HR/ Director JIMS

Qualification, experience and competencies

- Matriculate with certificate course as Plumber
- One year experience required

Responsibilities and Duties

- Install and maintain plumbing systems.
- Read blueprints and drawings to determine exact specifications and where plumbing system will be installed.
- Determine water supply networks and waste drainage systems.
- Coordinate with project manager on installation.
- Install systems used to transport water, waste, gases, or liquids.
- Cut openings in structures in preparation for pipes.
- Select all materials needed for installation, including type and size of pipe.
- Install supports and hangers for pipe, fixtures and equipment.
- Assemble and install valves and fittings.
- Assemble pipe sections, tubing and fittings, using couplings, clamps, screws, bolts, cement, plastic solvent, caulking, or soldering, brazing and welding equipment.
- Install other plumbing equipment, such as sinks, tubs, toilets, water heaters, air conditioners, appliances, and trim.
- Measure, cut, thread, and bend pipe to required angle
- Observe pressure gauges to fix leaks.
- Test pipe systems and fix leaks.
- Repair and maintain water treatment equipment.
- Perform scheduled maintenance.
- Ensure all installations, repairs and maintenance are properly sized, aligned, supported and grade.
- Supervise assistants and helpers.
- Any other duty assigned by the Supervisor, as and when needed.

Job Title

Generator Operator BPS-4 (Equivalent)

Department

Management

Reporting to

Maintenance Supervisor / RMO/Director HR/ Director JIMS

Qualification, experience and competencies

- Matriculate with certificate course as mechanic
- At least 5 years experience in relevant field

Responsibilities and Duties

- Routine maintenance of generator on day to day basis
- Repair and maintenance of generator
- Maintain generator log for fuel, oil and service
- Report any problem to maintenance supervisor
- Support electrician as and when required
- Any other duty assigned by the Supervisor, as and when needed.

Job Title

Driver BPS-4 (Equivalent)

Department

Management

Reporting to

RMO/Director HR/ Director JIMS

Qualification, experience and competencies

- Matriculate with valid driving license (LTV/HTV)
- At least 5 years experience as driver

Responsibilities and Duties

- Performs work in the operation of a vehicle to assure safe transportation of clients to and from various destinations and to assist clients on entry and exit from vehicles as necessary.
- Assumes responsibility for care and maintenance of van; washes van and cleans interior; takes van to garage for maintenance and repair.
- Ensures that the vehicle has enough fuel.
- Assists passengers in getting in and out of vehicles, and other courtesies.
- Assists passengers in securing wheelchairs and other mobility devices.
- Performs related duties as required.
- Maintains log book as required by the department.
- Any other duty assigned by the supervisor.

Job Title

Porter / patient Attendant

BPS-4 (Equivalent)

Department

Management

Reporting to

HoD / RMO/Director HR/ Director JIMS

Qualification, experience and competencies

- Matriculate
- Preferably 2 years experience of working in a hospital setting

Responsibilities and Duties

- Make sure that an adequate supply of clean clothing and linen is available for patients and that soiled items are removed and cleaned
- Assist in maintaining stocks of linen and non-medical supplies
- Assist with lifting and turning patients and transporting them in wheelchairs or on movable beds
- Clean rooms such as bathrooms, showers, utility rooms and offices, and clean interior windows
- Mop and buff floors, vacuum carpets, remove rubbish and linen, and dust all areas
- Clean equipment in the pan room such as pan trolleys, buckets, pans, bowls, suction bottles and tubing, commodes, wheelchairs, seats and rinse trays
- Clean patients' lockers and tables
- Distribute and collect food trays, check food orders and replenish refrigerator supplies
- Accompany patients who are ready to be discharged to the central waiting area
- Transport equipment, X-rays and patient records between wards, departments and theatres
- Transport deceased patients from wards to the morgue
- Assist in emergencies and patient restraint
- Any other assignment by In charge MO/WMO

Job Title

Chowkidar / Security Guard BPS-2 (Equivalent)

Department

Management

Reporting to

RMO/ Director HR/ Director JIMS

Qualification, experience and competencies

- Literate
- Retired armed forces personnel preferred

Responsibilities and Duties

- He shall work under the supervision of Administrator/ Supervisor (JIMS).
- He shall be responsible for the security of Hospital
- Control access into building, department, lab etc via the gate.
- Wear proper uniform
- Take appropriate weapon as prescribed eg. Gun, Stick
- Control the mob and allow the entry in a sequenced manner
- Report any untoward incident immediately to RMO/ Staff on duty
- Any other duty assigned by the Supervisor, as and when needed.

Job Title

Janitorial Staff/ Khakrob/ Sanitary worker BPS-01 (Equivalent)

Department

Management

Reporting to

Incinerator Operator

Qualification, experience and competencies

- Literate

Responsibilities and Duties

- Sanitation workers make sure offices, wards, OPD, buildings, waiting areas, neighborhoods, streets, toilets and public areas stay clean.
- Dispose of trash in safe, effective, and environmentally friendly ways as directed by Incinerator operator.
- Any other duty assigned by the Supervisor, as and when needed.

Annexure-F: Advertisement



POSITIONS VACANT

Jacobabad Institute of Medical Sciences (JIMS)

WALK-IN INTERVIEW

A newly established Public Health Sector Institution, Jacobabad Institute of Medical Sciences (JIMS) seeks applications from dynamic candidates on merit basis and ready to serve at Jacobabad on contract basis for a period of one year (extendable on satisfactory performance) may also apply.

2. Interviews will be held in Committee Room, Health Department, 6th Floor, New Sindh Secretariat Building Karachi on Wednesday 26th November, 2014 from 10:00 am onwards. No separate invitation will be issued.

S. No.	Name of Post	No. of Post	Maximum Age	Qualification
1	Deputy Director/Finance Officer (BPS-16)	1	40	MBA (Finance), Experience of 3 years as Finance Assistant and Administration experience is must.
2	Physician (BPS-18)	2	40	MBBS, FPPS/MD/MCPS, registered with Pakistan Medical and Dental Council (PMDC).
3	Gynaecologist (BPS-19)	1	40	MBBS, FCPS/MD/MCPS/DGO, registered with PMDC.
4	Podiatrician (BPS-18)	1	40	MBBS, FCPS/MD/MCPS/DCH, registered with PMDC.
5	Anaesthetist (BPS-16)	1	40	MBBS, FCPS/MCPS/DA, registered with PMDC.
6	Cardiologist (BPS-18)	1	40	MBBS, FCPS/MCPS/Dip Card, registered with PMDC.
7	Orthopaedic Surgeon (BPS-18)	1	40	MBBS, FCPS/MS/MCPS, registered with PMDC.
8	General Surgeon (BPS-18)	1	40	MBBS, FCPS/MS/MCPS, registered with PMDC.
9	MO (BPS-17)	4	40	MBBS, registered with PMDC having 3 years experience.
10	WMO (BPS-17)	4	40	MBBS, registered with PMDC having 3 years experience.
11	Bio-Medical Engineer (BPS-17)	1	30	BE Electro Medical Technology from recognized University.
12	Pharmacist (BPS-17)	1	30	BQ Pharm registered with Pakistan Pharmacy Council.
13	Staff Nurse (Female) (BPS-16)	6	30	Diploma in Nursing with Diploma in Midwifery registered with Pakistan Nursing Council (PNC).
14	Civil Works Supervisor (BPS-14)	1	30	Diploma in Associate Engineering (DAE) (Civil) registered with Pakistan Engineering Council.
15	Computer Operator (BPS-12)	1	35	BA/BSc/BCom/BBA, Diploma in Computer Sciences having experience of 3 years as computer operator.
16	HVAC Operator (BPS-12)	2	35	Diploma in Associate Engineering (DAE) (Refrigeration & Airconditioning) registered with Engineering Council.
17	Solar System Operator (BPS-12)	2	35	Diploma in Associate Engineering (DAE) (Electrical) registered with Pakistan Engineering Council having at least 5 years experience in relevant field.
18	Incinerator Operator (BPS-12)	2	35	Diploma in Associate Engineering (DAE) (Mechanical) registered with Pakistan Engineering Council.
19	LHV (BPS-9)	1	35	LHV course registered with Pakistan Nursing Council (PNC).
20	Store Keeper/Office Assistant (BPS-9)	2	35	BA/BBA/BCom. Preference will be given to those having proficiency in computers.
21	Electrician (BPS-7)	6	35	Diploma in Midwifery registered with Pakistan Nursing Council (PNC).
22	Electrician (BPS-5)	1	35	Matric. Preference will be given to those having certificate from STEVETA / Board of Technical Education having at least 7 years experience in relevant field.
23	Plumber (BPS-4)	1	35	Matric. Preference will be given to those having certificate from technical institution having at least 5 years experience in relevant field.
24	Generator Operator (BPS-4)	1	35	Matric. Preference will be given to those having experience as mechanic having at least 5 years experience in relevant field.
25	Driver (BPS-4)	2	35	Matric with driving licence (LTV/HTV) having at least 5 years experience as driver.
26	Porter/Patient Attendant (BPS-2)	6	35	Matric. Preference will be given to candidates having 2 years experience in hospital setting.
27	Chowkidar/Security Guard (BPS-2)	10	35	Matric. Retired Armed Forces Personnel will be preferred.
28	Janitorial Staff/Khakhrob/ Sanitary Worker (BPS-1)	10	35	Literate.

Candidates to bring their applications, CVs along with original and attested set of certificates, documents, testimonials, domicile, PRC, CNIC and 2 recent passport size photographs.
Candidates employed in Public Sector (Government Institutes) are not eligible.
No TA/DA shall be paid to the candidates appearing for interview.
The decision of the selection/recruitment committee will be final.

INF-KRY No. 3537/14

**Drug abuse is not a disease,
Is it a decision you decided????!!!**

Director
Jacobabad Institute of Medical Sciences (JIMS)

Annexure-G: Assessment Grid for Interviews

**Interviews for HR recruitment for JIMS
Performance Performa**

Name of the Post- _____ (BPS-)

No. of Post ()

Interview date

26-11-2014

S. No	Name	Domicile	Contact No	Age	Qualification	Relevant Experience	Willingness	Remarks
		Rural/Urban		Date Of Birth				Recommendation
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

Annexure-H: Cadre-wise List of Candidates Appeared in Interview

S. No.	Name of Post	Number
1	Deputy Director - Finance	20
2	Physician	1
3	Gynecologist	0
4	Anesthetist	1
5	Pediatrician	1
6	Cardiologist	5
7	Orthopedic Surgeon	2
8	General Surgeon	1
9	MO	80
10	WMO	31
11	Bio-Medical Engineer	10
12	Pharmacist	21
13	Staff Nurse (Female)	32
14	Civil Works Supervisor	21
15	Computer Operator	29
16	HVAC Operator	3
17	Solar System Operator	27
18	Incinerator Operator	10
19	LHV	10
20	Store Keeper/Office Assistant	111
21	Midwife	12
22	Electrician	16
23	Plumber	12
24	Generator Operator	15
25	Driver	40
26	Porter/ Patient attendant	100
27	Chowkidar / Security Guard	112
28	Janitorial staff/ Kakhrob/ Sanitary Worker	17
Total		740

Annexure-I: Templates of Contract Documents



No. Dir. (JIMS) /3-2(361)/ 2014
Jacobabad Institute of Medical Sciences (JIMS)
Government of Sindh
Karachi, Dated: _____, 2014

To,

SUBJECT: OFFER OF APPOINTMENT ON CONTRACT BASIS.

On the recommendations of the recruitment committee of Jacobabad Institute of Medical Sciences (JIMS) and with the approval of Board of Governors, you are hereby offered the post of _____ at JIMS on contractual basis for one year commencing from _____ 2014 up to _____ 2015.

Your appointment is subject to the following:-

1. The salary package will be Rs. _____ including JIMS & usual allowances. Tax will be deducted at sources in accordance with the Income Tax Ordinance 2001, Govt. of Pakistan.
2. You will be on probation period for the 06 months based on your performance.
3. In case to failure to perform the duties as per the expectation of Board of Governors or your self would like to resign the (30) thirty days notice from either side is mandatory.
4. You will be eligible to the benefits of the leave as per JIMS leave rules
5. If you agree on above terms and conditions, please submit your acceptance within 10 days.
6. Your appointment will be subject to the Medical fitness certificate by the Civil Surgeon/ Medical Superintendent, Jacobabad

Director JIMS

C.C to:

1. The Commissioner, Larkana Division Larkana.
2. The Deputy Commissioner Jacobabad.
3. The Project Director, Establishment of Allied Services at Jacobabad Institute of Medical Sciences (JIMS).
4. Dr. Zulfikar A. Gorar, Health Specialist, USAID, Pakistan.
5. The District Health Officer Jacobabad.
6. The Additional Director, Dev (Public Health), Health Department.
7. P.S to Minister Health Sindh
8. The PS to Secretary Health, Government of Sindh.
9. Notification file.

Director JIMS



No. Dir. (JIMS) /3-2(361)/ 2014

USAID HSSC – Report: Hiring of HR for JIMS

Jacobabad Institute of Medical Sciences (JIMS)
Government of Sindh
 Karachi, Dated: , 2014

ORDER

In continuation of this department letter No. _____ dated _____, 2014, on the recommendation of the recruitment committee of Jacobabad Institute of Medical Sciences (JIMS) and with the approval of Chairman Board of Governors Jacobabad Institute of Medical Sciences (JIMS). Dr. / Mr./ Ms. _____ S/O, D/O, W/O _____ is hereby appointed as _____ at Jacobabad Institute of Medical Sciences (JIMS) at Jacobabad (on contract basis) with effect from the date of joining for **ONE Year**, as per following terms and conditions.

01.	Pay	A lump sum salary of Rs. _____ per month (inclusive all allowances)
02.	Other allowances	Included in lump sum salary
03.	Pension	Service rendered under this contract shall not qualify for a pension or gratuity.
04.	Leave	2 days per month
05.	Medical Facilities	As per JIMS rules
06.	Residential Facilities / House rent allowance	It is included in the pay
07.	Conduct	He will be governed by such rules / instructions as are applicable under the JIMS Act, 2013
08.	Discipline	He shall be liable to such disciplinary action and penalties in accordance with the rules made or deemed to have been made under the JIMS Act, 2013
09.	Travelling Allowances	Not admissible under JIMS rules
10.	Provident Fund	As per EOBI under JIMS rules
11.	Termination of Contract	The contract shall be liable to termination of 30 days notice on either side or payment of basic pay in lieu thereof, without assigning any reason.
12.	Other matters	In respect of other matters not specified in this order, he will be governed by the rules / regulations as applicable as per JIMS rules

DIRECTOR JIMS

No. Dir/JIMS 3-2(361)/2014-15

KARACHI DATED: , 2014

A copy is forwarded for information to the:

1. Official Concerned
2. Office order file

DIRECTOR JIMS