



Dow University of Health Sciences

CAREER OPPORTUNITIES

Invites Applications for

VACANCIES IN INTERNAL AUDIT DEPARTMENT

S. NO	POSTS	QUALIFICATION AND EXPERIENCE
1.	Deputy Director – Internal Audit	Qualification: ACCA (Affiliate) / CA Intermediate (CAF) / MBA Finance with CGPA 3.0 & above. Experience: Must have at least 6 years post qualification (10 experience Years in case of MBA Finance) proven experience in internal audit in a similar capacity or equivalent & above in a Government, Autonomous, or Private organization or with well-reputed Audit Organizations/Accounting Firms.
2.	Assistant Internal Audit Officer	Qualification: ACCA Fundamental Level (Applied Knowledge Level), CA Foundation / MBA Finance with CGPA of 3.0 & above or Bachelors. Experience: Must have at least 04 years post qualification (07 years experience in case of B.B.A / or B.Com) proven experience in audit or accounting in a similar capacity or equivalent or above in a Government, Autonomous or Private Organization or well-reputed Audit organization/ Accounting Firms.

INSTITUTE OF BIOLOGICAL, BIOCHEMICAL & PHARMACEUTICAL SCIENCES – (IBBPS)

S. NO	POSTS	QUALIFICATION AND EXPERIENCE
1	Manager Volunteer Healthcare Facility	Qualification: Candidates must have a bachelor's degree in science, preferably in Pharmacy/MBBS/BDS. (Pharmacy with M.Phil/M.S Pharm will be preferable). Candidates must have certification in CRCP and ICH-GCP. Experience: Minimum 06 years of Clinical study experience including Bioequivalence studies. Good command of EDC tools.
2	Manager Regulatory and Business Development	Qualification: Candidates must have a bachelor's degree in science, preferably in Pharmacy/MBBS/BDS. Pharmacy with MBA/MPA will be preferable. Candidates must have certification in CRCP & ICH-GCP. Experience: Minimum 06 years of experience including Pharma Industry experience. Good command of EDC tools, Bio-Study Rules, FDA, EMEA & WHO guidelines for Clinical research.
3	Manager Quality Assurance	Qualification: Candidates must have a Bachelor's Degree in Science, preferably in Pharmacy or a master's degree in Chemistry / Biochemistry. Candidates must have certification in CRCP and ICH-GCP. Experience: Minimum 06 years Including Pharma Industry QA experience. Good command of ISO 17025, QMS standards, and FDA/EMEA/WHO guidelines.
4	Manager Quality Control	Qualification: Candidates must have a Bachelor's Degree in Pharmacy or Masters's degree in Chemistry/Biochemistry. Pharmacy with MPhil/M. Pharm will be preferable. Candidate must have certification of CRCP. Experience: The candidate must have 06 years of relevant experience. Candidate must have a Good command of Analytical, and Bioanalytical Method development & validation. Good command of ISO 17025, QMS standards, and FDA/EMEA/WHO guidelines.
5	Clinical Trial Manager	Qualification: Candidates must have a Bachelor's Degree in Science, preferably in Pharmacy/MBBS/BDS. An MBA in Health care Management or MPA will be preferable. Candidate must have ICH-GCP certification. Experience: Minimum 06 years. Good command of EDC tools, Bio-Study Rules, FDA, EMEA & WHO guidelines for Clinical research.
6	Clinical Trial Site Manager	Qualification: Bachelor's degree in science field preferably in Pharmacy/ Biotechnology/ MBBS /BDS. Candidate must have a CRCP course, be ICH-GCP certified, and have National/International clinical trials experience. Experience: Minimum 5-6 years of relevant experience. Good command of EDC tools, Bio-Study Rules, FDA, EMEA & WHO guidelines for Clinical research.
7	Senior Executive Regulatory & Business Development Officer	Qualification: Bachelor's degree in science field preferably Pharmacy / Biotechnology/ MBBS/BDS. Pharmacy with Master's (MBA/MPA/M. Pharm/MPhil degree is preferable. Candidate must have a CRCP course. Experience: Minimum 4-5 years of relevant experience.
8	Senior Finance Executive	Qualification: MBA (Finance) / M. Com. Candidate must have experience in Accounting ERP, (especially MD-365). Experience: Minimum 4-5 years of relevant experience

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9	Senior Lab and Data Coordinator	Qualification: Minimum Bachelor's degree. Candidate must have ICH-GCP certification. Experience: 4-5 years of experience in any reputable diagnostic laboratory with 01-year Clinical trial experience preferable. Well-versed in the use of LIMS software will be preferred.
10	Senior Clinical Research Associate	Qualification: Bachelor's degree in science field preferably Pharmacy/ Biotechnology/ MBBS/BDS. Candidate must have a CRCP course. Experience: 3-4 years Clinical Research Experience. ICH-GCP certified must have clinical trial experience.
11	Senior Clinical Trial Pharmacist	Qualification: Bachelor's degree in pharmacy. Candidate must have a CRCP course, ICH GCP certified, and have clinical trial experience. Experience: Minimum 03 years of Clinical Research Experience.

**DOW DIAGNOSTIC RESEARCH AND REFERENCE LABORATORY
(DDRRL COLLECTION CENTERS)**

S. NO	POSTS	QUALIFICATION AND EXPERIENCE
1	Manager Marketing & Business Development	Qualification: Bachelor's / Master's degree in Business Administration in the relevant field from an HEC-recognized institution. Experience: Proven 06 years of experience in Marketing or Business Development or a similar role, with at least 3 years of managerial experience. Creative thinking and problem-solving skills, with a results-oriented mindset. Ability to work collaboratively in a fast-paced environment and manage multiple projects simultaneously. Strong leadership and interpersonal skills.
2	Manager Operations	Qualification: The Candidate must possess a Bachelor's/Master's degree in Business Administration in the relevant field from an HEC-recognized institution. Experience: Proven 06 years of experience in healthcare administration or a similar role, with at least 03 years of managerial experience. Strong leadership and interpersonal skills, with the ability to motivate and mentor administrative staff. Excellent organizational and problem-solving abilities.
3	Field Manager	Qualification: Bachelor's/Master's degree in science or a related field. Experience: Proven 06 years of experience in field operations management with at least 03 years of managerial experience. Excellent communication and negotiation abilities, with a customer-centric approach to client relations. Willingness to travel and work in various field locations as required.
4	Regional Coordinator	Qualification: Bachelor's degree in science or a related field. Experience: The candidate must have at least 03 years out of which 01 year of experience should be in a supervisory capacity. Strong organizational and multitasking skills, with the ability to prioritize competing demands and deadlines. Willingness to travel and work in various field locations as required.

PROFESSIONAL DEVELOPMENT CENTRE – (PDC)

S. NO	POSTS	QUALIFICATION AND EXPERIENCE
1	Manager Training	Qualification: Minimum 16 years' education (Respiratory & Critical Care) HEC recognized University / Institute. Experience: Minimum 10 years experience of working in State of an art simulation facility having PDA Statman / Lap.sim endoscopic simulator / SAM Auscultation Manikins etc. at a medical institute with a certificate course in Training Skills. Skills Required: <ol style="list-style-type: none"> Heart Saver & First Aid, BLS, ACLS Instructor & Training Center Faculty Certified with experience in a medical simulation lab. Program Coordination & Administration Training (PCAT) Must have master training conducting experience in life-saving skills Must have the experience to do an audit of Training. Preference will be given to the candidates who have done an audit of AHA training centers.
2	Assistant Manager Skills Lab	Qualification: Candidate must have a minimum of 14 years' education. Training: Handling and providing service and maintenance of manikins' high-fidelity simulations. Experience: Minimum 07 years' experience of working in State of the art simulation facility having PDA Statman / Lap.sim / SAM Auscultation Manikins etc. at a medical institute with a certificate course in Training Skills. Skills Required: <ol style="list-style-type: none"> Heart Saver & BLS, Instructor Certified with experience in the medical simulation lab. Organizational Skills Computer Skills Full knowledge of the use and working of the simulators. Candidates who must have a Certificate of Program Coordination & Administration Training (PCAT) Workshop. Must have experience to look after of Training Sites.

S. NO	POSTS	QUALIFICATION AND EXPERIENCE
3	Skill Lab Technician	<p>Qualification: Minimum 12 years' education (Intermediate) with certificate course of handling, and maintenance of Manikins / Simulation of Skill Lab.</p> <p>Experience: Candidate must have a minimum 06 years' experience of working in a medical simulation lab of a medical institute.</p> <p>Skills Required:</p> <ol style="list-style-type: none"> 1. Full knowledge of the use of servicing of the simulators. 2. Candidate having basic computer skills, and knowledge (MS Office) will be preferred. 3. Candidate with knowledge of working in multimedia, wifi, sound systems, and all teaching aids will be preferred.
OTHER ADMINISTRATION		
S. NO	POSTS	QUALIFICATION AND EXPERIENCE
1	Manager Research Management	<p>Qualification: Master's degree in health sciences/medical sciences/business from a recognized University / Institution.</p> <p>Experience: Five years of relevant experience working for research and a track record of management of research projects, organizations or research donor agencies. Oversee all aspects of the operation and development of the ORIC, including research administration (Budgeting, auditing, accounting, human resources). Experience in writing for grants and publications will be considered an advantage.</p>
2	Manager Supply Chain	<p>Qualification: The applicant must possess a Master's degree in the relevant field from an HEC-recognized institution.</p> <p>Experience: The candidate must have a total of 06 years' experience out of which at least 04 years of administrative experience on a managerial level is required in a Public sector university. Candidate must have excellent leadership skills with strong communication skills.</p>
3	Deputy Registrar	<p>Qualification: The applicant must possess a Master's degree from an HEC-recognized institution.</p> <p>Experience: The candidate must have a total of 10 years' experience out of which at least 04 years of administrative experience is required in a Registrar Secretariat of a Public sector university. Candidate must have excellent leadership skills with strong communication skills.</p>
4	Assistant Registrar	<p>Qualification: The applicant must possess a Bachelor's/ Master's degree from an HEC-recognized institution.</p> <p>Experience: The candidate must have a total of 05 years of administrative experience is required in a Registrar Secretariat / Legal Department of a Public sector university. Candidate must have excellent leadership skills with strong communication skills.</p>
5	Librarian (University)	<p>Qualification: Master's Degree in library sciences from HEC-recognized University.</p> <p>Experience: Must have at least 12 years of professional working experience in a research library setting & library administration in a university. (International Experience will be preferred)</p>
The application form must also be filled out online at www.duhs.edu.pk.		
<ol style="list-style-type: none"> 1. <u>Only Sindh domiciled are eligible.</u> 2. Please clearly mention the name of the post and Specialty on the right top of the envelope. 3. Having relevant international qualifications will be given preference. 4. Applicants should send their applications along with 01 photograph, and one set of attested photocopies of relevant documents (qualifications, experiences, Domicile & CNIC) in a sealed envelope, with three current referral letters and brief curriculum vitae. 5. Applicants currently in Government service or public sector High Education Institutions should apply through the proper channel, <u>(With a copy of N.O.C).</u> 6. Incomplete Applications in any manner Will Not Be Entertained. 7. All Information Will be Kept Confidential. 8. In case of a larger number of candidates for any post, a Pre-Interview Test (MCQs) will be held to shortlist the Candidates. 9. Dow University of Health Sciences Reserves the right to cancel any OR all applications. 10. Only short-listed candidates will be called for an interview. 11. Age relaxation is subject to the approval of the Selection Board. 12. No TA/DA will be admissible. 13. All documents and experiences will be verified, & any subsequent false or misleading document will result in disqualification from the process/removal from service. 14. Every application must carry a pay order of <u>Rs.1500/- (Non-refundable) in favor of Dow University of Health Sciences, Karachi.</u> 		
Job applications received on and before 05-06-2024 will only be considered. The application should be sent only through courier to the following postal address given.		
<u>Note: Applications submitted in person or without filling out the online form will NOT be accepted</u>		POSTAL ADDRESS Director Human Resources, Dow University of Health Sciences, Human Resource Directorate, Admin Block, 4 th Floor Baba-e-Urdu Road Karachi, Pakistan.