

JOB DESCRIPTIONS OF IHRA EMPLOYEES

Position title	Director General Law/Complaints/Enforcement
Directorate	Law/Comp/Enforcement
Reporting	CEO
Qualification	Master degree in LLM (preferably from a Foreign University)/ Or Higher Or Bar at Law or Qualification in relevant field
Experience	At least 12 years' post qualification experience in Law, at least 3 years' experience on Management Level, Advocate High Court or Supreme Court, Preference shall be given to the candidate having health regulatory experience Excellent Command in E-Office/ERP, Computer Proficiency is mandatory
Age Limit	Maximum 62 years
Skills and Abilities	The skill set for this position include technical knowledge related to regulatory frameworks, strong communication skills, outstanding leadership skills, problem-solving abilities, critical thinking, risk assessment, attention to detail, and the capacity to interpret and analyze data effectively. Understanding health-sector regulations and maintaining community awareness are also essential components.
Pay Package	As approved by the board
Grade/Pay Scale	OG-2
Job Specification	Managing, directing, and coordinating the operations of the Legal, Complaints and Enforcement Department. This role is strategic, advising the Chief Executive Officer, ensuring adherence to laws and regulations, and overseeing enforcement activities. It may also incorporate routine monitoring for legal compliance, investigating violations, and handling public safety concerns. The incumbent will also provide legal services and advice to the Authority, ensuring compliance with statutory regulations and the protection of the interests of the Authority.
Key Performance Areas	<ul style="list-style-type: none"> • High quality legal advice resulting in minimal successful challenges to the Authority's decisions and maximization of advocacy and enforcement activities. • Development and implementation of Policies, SOP's, guidelines and strategies for the legal, complaints and enforcement department of Authority. • Effective enforcement of healthcare law and regulations with decisive follow up, support to investigations and merger assessment processes and intervention against offenders of law.
Domicile Quota	Merit
Location of Job	Islamabad
Other Details	- Purely on contract basis, initially for a period of two years (extendable subject to satisfactory performance and approval of the IHRA Board) - Market based competitive remuneration.
Working hours	Full time

Method of Application	Candidates who meet the above requirements are invited to apply through the given link----- -----
Closing date	-----

Position title	Director General Admin/HR
Directorate	Admin/HR
Reporting	CEO
Qualification	Master's Degree or higher in Human Resources Management or Business/ Administrative or a related field preferably from a Foreign University
Experience	At least 12 years of post-qualification professional experience in human resources, business administration/support services preferably in similar organization. At least 3 years' experience on Management Level preferably in a large organization. Excellent Command in E-Office/ERP, Computer Proficiency is mandatory
Age Limit	Maximum 62 years
Skills and Abilities	The skill set for this position include solid organizational skills, attention to detail, effective communication, outstanding leadership skills and a comprehensive understanding of HR functions.
Pay Package	As approved by the IHRA Board
Grade/Scale	OG-2
Job Specification	<ul style="list-style-type: none"> • Responsible for developing and executing human resource strategy in support of the overall departmental plan and strategic direction of the organization, specifically in areas of recruitment, succession planning, talent management, change management, performance management, training and development, compensation and cultural transformation. • Participate in the development of the company's plans and programs as a strategic partner particularly from the perspective of the impact on people. • Translate the strategic plans into HR strategic and operational plans. • Lead the transformation of organizational culture by implementing various cultural initiatives. • Develop progressive and proactive compensation and benefits programs to provide motivation, incentives and rewards for effective performance. This includes implementing employee performance bonuses, recognition program. • Develop human resource planning models to identify competency, knowledge and talent gaps and develop specific programs for the filling of the gaps. Areas of activity includes talent management through proper succession planning programs for key contributor

	<p>and management positions, identification and management of high performers, training and development programs for preparing employees for more significant responsibilities.</p> <ul style="list-style-type: none"> • Develop appropriate HR policies and programs for effective management of the people resources. • Manage the human resource information systems database and necessary reports for critical analyses of the HR function and the people resources of the company. • Develop leadership development program for continuous supply of resources at senior level. • Conduct employee engagement / climate surveys and take corrective measures to improve the engagement level.
Key Performance Areas	Include metrics related to healthcare service efficiency, quality of care, employee performance, compliance with health regulations, and overall workforce management. KPIs might assess HR's effectiveness in supporting organizational goals, recruitment efficiency, turnover rates, employee engagement, and occupational safety metrics related to health interventions.
Domicile Quota	Merit
Location of Job	Islamabad
Other Details	<ul style="list-style-type: none"> - Purely on contract basis, initially for a period of two years (extendable subject to satisfactory performance and approval of the IHRA Board) - Market based competitive remuneration.
Working hours	Full time
Method of Application	<p>Candidates who meet the above requirements are invited to apply through the given link-----</p> <p>-----</p>
Closing date	-----

Position title	Director General Finance/Account/Budget
Directorate	Finance/Account/Budget
Reporting	CEO
Qualification	Candidate should have Master's or Higher Degree in Finance, Accounting, CA, ACCA, Auditing or business administration preferably from a Foreign University
Experience	<p>Candidate must have more than 12 years of post-qualification professional experience in Finance, Accounting, Auditing, financial policies, planning, design, development, implementation, maintenance and support of ERP systems.</p> <p>At least 3 years' experience on Management Level,</p>

	<p>Candidate having proven and verifiable successful track record and relevant leadership experience in financial management would be preferred.</p> <p>Excellent Command in E-Office/ERP, Computer Proficiency is mandatory</p>
Age Limit	Maximum 62 years
Skills and Abilities	<ul style="list-style-type: none"> • Deep financial expertise, particularly in financial reporting, budgeting, and financial planning. • Strong analytical skills to assess financial needs, perform financial analyses, and interpret complex data. • Leadership abilities to plan, organize, and direct an effective financial services program. • Proficiency in collaborating with accountants and other financial professionals to develop and implement budgets. • Strategic thinking to align financial objectives with the overall goals of the organization.
Pay Package	As approved by the IHRA Board
Grade/Scale	OG-2
Job Specification	<p>Planning, directing, and controlling all finance-related matters. This includes managing financial accounting services such as accounts receivable, accounts payable, and payroll, as well as monitoring compliance with financial regulations and policies. The role often involves strategic financial planning, budgeting, and financial reporting. Assumes management responsibility for assigned financial accounting services and activities which may include accounts receivable, accounts payable, payroll, cashiering, general ledger, budget control records, insurance requirements and contract review, special funding and preparation of financial performance statements. Assists with the coordination of fiscal year end and closing activities. Manages the development and implementation of departmental goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.</p>
Key Performance Areas	<p>Include metrics related to healthcare service efficiency, quality of care, employee performance, compliance with health regulations, and overall workforce management. KPIs might assess HR's effectiveness in supporting organizational goals, recruitment efficiency, turnover rates, employee engagement, and occupational safety metrics related to health interventions.</p>
Domicile Quota	Merit
Location of Job	Islamabad
Other Details	<ul style="list-style-type: none"> - Purely on contract basis, initially for a period of two years (extendable subject to satisfactory performance and approval of the IHRA Board) - Market based competitive remuneration.

Working hours	Full time
Method of Application	Candidates who meet the above requirements are invited to apply through the given link----- -----
Closing date	-----

Position title	Director General IT & Media
Directorate	IT & Media
Reporting	CEO
Qualification	Master or higher Degree in Computer Science/Information Technology/Software Engineering/ IT-related discipline from HEC recognized or preferably from a Foreign University
Experience	At least 12 years of experience in the relevant field. Preferably 3 years of senior management level position within the IT Industry. work experience in implementing IT systems, E-Pads and/or e-governance of comparable size and complexity, preferably in public sector. Excellent Command in E-Office/ERP, Computer Proficiency is mandatory
Age Limit	Maximum 62 years
Skills and Abilities	Diverse skill set, including expertise in ICT (Information and Communication Technology), strong data analysis capabilities to interpret complex data sets. Excellent people management skills are vital for effective team leadership, along with strong negotiation skills and the capacity to identify new technological opportunities in the market.
Pay Package	As approved by the IHRA Board
Grade/Scale	OG-2
Job Specification	<ul style="list-style-type: none"> - Lead IT and e-procurement teams and supervise e-procurement platform and e-office management system; - Develop, implement, administer, and manage IT policies, standards, and strategies; - Provide technical support to the e-procurement system and IT solutions to the management; - Oversee cloud/infra system administration, cybersecurity; - Oversight of MIS, Networks, IT Help Desk Affairs; - Monitoring security certificates and ensure the organization's compliance with the requirements; - Any other function assigned by the management.
Key Performance Areas	<p>Financial Performance Metrics: Monitoring budget adherence, cost management, and ROI on IT projects.</p> <p>Operational Excellence: Ensuring efficient IT operations, system uptime, and service delivery benchmarks.</p>

	<p>Leadership and Team Management: Leading IT and media teams, fostering a collaborative environment, and managing talent development.</p> <p>Innovation and Adaptability: Driving technology adoption, staying ahead of industry trends, and implementing innovative solutions.</p> <p>Strategic Planning and Execution: Aligning IT and media strategies with organizational goals and overseeing project execution.</p>
Domicile Quota	Merit
Location of Job	Islamabad
Other Details	<ul style="list-style-type: none"> - Purely on contract basis, initially for a period of two years (extendable subject to satisfactory performance and approval of the IHRA Board) - Market based competitive remuneration.
Working hours	Full time
Method of Application	<p>Candidates who meet the above requirements are invited to apply through the given link-----</p> <p>-----</p>
Closing date	-----

Position title	Director General Regulatory Affairs
Directorate	Regulatory Affairs
Reporting	CEO
Qualification	<p>MBBS, Medical Graduate with post graduate qualification or higher degree in relevant field from HEC recognized university or preferably from a Foreign University</p> <p>The candidates having relevant international certifications in Clinical Governance, Licensing & Inspection will be preferred.</p>
Experience	<p>Minimum 12 years' post qualification relevant experience, preferably 3 years' experience at a management level in health regulatory authorities, hospital management or health administration.</p> <p>Excellent Command in E-Office/ERP, Computer Proficiency is mandatory</p>
Age Limit	Maximum 62 years
Skills and Abilities	<p>Legal Knowledge: Understanding of laws and regulations relevant to the industry.</p> <p>Writing Skills: Ability to draft clear and concise regulatory documents.</p> <p>Decision-Making Skills: Competence in making informed decisions under pressure.</p> <p>Persuasion and Leadership Skills: Ability to influence stakeholders and lead teams effectively.</p> <p>Time Management: Skill in prioritizing tasks and managing multiple projects simultaneously.</p>

	<p>Interpersonal Skills: Strong relationship management and negotiation abilities.</p> <p>Presentation Skills: Capability to present complex information clearly to various audiences.</p> <p>Risk Management: Proficiency in identifying and mitigating regulatory risks.</p> <p>Data Analysis: Ability to analyze regulatory data and trends to inform strategy.</p>
Pay Package	As approved by the IHRA Board
Grade/Scale	OG-2
Job Specification	<p>Regulatory processes: Establish strategic direction for regulatory processes, and ensure they are aligned with local regulations and corporate policies</p> <p>Regulatory governance: Lead regulatory governance and ensure an effective internal control framework is in place</p> <p>Regulatory projects: Develop and deploy regulatory projects, and track relevant metrics</p> <p>Staff management: Recruit, develop, and retain staff, and ensure they are compliant with regulatory requirements</p> <p>Communication: Communicate effectively with clients and regulatory agencies, and present regulations to stakeholders</p> <p>Problem solving: Use creative problem-solving skills to develop regulatory strategies</p>
Key Performance Areas	<ul style="list-style-type: none"> • Provide overall leadership and direction to the Regulatory Affairs team and supports development and training of staff and operational planning to optimize efficiency and quality • Develop functional plans and budgets for managing Regulatory Affairs activities • Participate and contribute to Global Regulatory Teams • Collaborates with the Medical Department, Business Units' Marketing and Sales teams, Drug Safety, Quality Operations and Supply Chain to enhance life cycle management and continued market availability of products and devices across all therapeutic areas • Oversees regulatory affairs activities
Domicile Quota	Merit
Location of Job	Islamabad
Other Details	<p>- Purely on contract basis, initially for a period of two years (extendable subject to satisfactory performance and approval of the IHRA Board)</p> <p>- Market based competitive remuneration.</p>
Working hours	Full time
Method of Application	<p>Candidates who meet the above requirements are invited to apply through the given link-----</p> <p>-----</p>
Closing date	-----

Position title	Dir/Dy Dir Law
Directorate	Law/Comp/Enforcement
Reporting	Director General Law/Comp/Enforcement
Qualification	Master or higher degree in LLM/ (preferably from a Foreign University), Bar at Law, Advocate High Court,
Experience	At least 8 years' post qualification relevant experience, Experience in health regulatory authorities will be preferred. Excellent Command in E-Office/ERP, Computer Proficiency is mandatory
Age Limit	Maximum 45years
Skills and Abilities	Strong leadership skills, strategic thinking, excellent communication skills (both written and verbal), multitasking abilities, and problem-solving skills. A deep understanding of legal principles, contract drafting and negotiation, litigation handling, and proficiency in MS Office are also critical. Additionally, being enrolled as an advocate of the High Court is often required.
Pay Package	As approved by the IHRA Board
Grade/Scale	OG-3/4
Job Specification	Responsibilities such as providing proactive and comprehensive legal advice across various operations of the organization. Essential skills include excellent communication, problem-solving, and analytical capabilities, along with proficiency in MS Office.
Key Performance Areas	Strategic leadership, regulatory compliance, risk management, and stakeholder engagement. They are responsible for overseeing legal frameworks, ensuring adherence to laws and policies, managing legal disputes, and fostering relationships with government bodies and the public.
Domicile Quota	Merit
Location of Job	Islamabad
Other Details	- Purely on contract basis, initially for a period of two years (extendable subject to satisfactory performance and approval of the IHRA Board) - Market based competitive remuneration.
Working hours	Full time
Method of Application	Candidates who meet the above requirements are invited to apply through the given link----- -----
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Position title	Dir/Dy Dir Complaints
Directorate	Law/Comp/Enforcement
Reporting	Director General Law/Comp/Enforcement

Qualification	BDS, MCPS or higher degree in, MS PM, MS Healthcare Management Or equivalent from HEC recognized university or a related field preferably from Foreign University
Experience	At least 8 years' post qualification experience, Experience in health regulatory authorities will be preferred. Candidate having experience of Complaints in a Healthcare Regulatory Authority shall be given preference. Excellent Command in E-Office/ERP, Computer Proficiency is mandatory
Age Limit	Maximum 45 years
Skills and Abilities	Strong leadership and management skills, as well as a deep understanding of legal and regulatory requirements in healthcare. They need to be adept at receiving, managing, and resolving complaints effectively to enhance the quality of services provided. Additionally, experience in handling complex cases, working with legal officers, and coordinating with various stakeholders is essential.
Pay Package	As approved by the IHRA Board
Grade/Scale	OG-3/4
Job Specification	Managing legal and regulatory affairs, overseeing litigation and compliance with healthcare laws and regulations, and providing professional leadership and support to healthcare staff. This role involves reviewing and implementing statutory instruments as well as monitoring compliance and operational practices within healthcare facilities. Candidates should have a strong understanding of healthcare regulations, effective communication skills, and the ability to lead and manage teams in a healthcare context.
Key Performance Areas	Monitoring and evaluating the effectiveness of health service delivery, ensuring compliance with healthcare standards, analyzing medical negligence cases, and implementing continuous improvement measures based on complaints data. They focus on critical areas such as patient safety, regulatory compliance, and quality of care to inform policy-making and enhance health services.
Domicile Quota	Merit
Location of Job	Islamabad
Other Details	- Purely on contract basis, initially for a period of two years (extendable subject to satisfactory performance and approval of the IHRA Board) - Market based competitive remuneration.
Working hours	Full time
Method of Application	Candidates who meet the above requirements are invited to apply through the given link----- -----
Closing date	-----

Position title	Dir/Dy Dir HR
Directorate	Admin/HR

Reporting	Director General Admin/HR
Qualification	Master or higher degree in Human Resources Management or Business/ Administrative or a related field preferably from Foreign University
Experience	At least 8 years' post qualification relevant experience. Experience in health regulatory authorities will be preferred. Excellent Command in E-Office/ERP, Computer Proficiency is mandatory
Age Limit	Maximum 45 years
Skills and Abilities	Extensive HR expertise and knowledge of HR laws and regulations. Strong verbal and written communication skills, along with excellent interpersonal and negotiation abilities. Solid organizational and analytical skills to effectively manage HR functions. Experience in both HR and Administration, ideally with several years in a senior-level position.
Pay Package	As approved by the IHRA Board
Grade/Scale	OG-3/4
Job Specification	Oversees the development and implementation of HR policies and activities specific to the healthcare sector. Key responsibilities may include managing HR staff, facilitating communication between executives and management, administering the HR department budget, and ensuring compliance with health regulations. They are expected to lead efforts in recruitment, training, performance management, and employee relations within the healthcare organization.
Key Performance Areas	Strategic HR metrics that align with organizational goals. These might include workforce planning, employee engagement and satisfaction, recruitment efficiency, compliance with regulations, and training and development effectiveness. Additionally, monitoring key performance indicators (KPIs) helps evaluate the overall effectiveness and efficiency of the HR department within the health sector.
Domicile Quota	Merit
Location of Job	Islamabad
Other Details	- Purely on contract basis, initially for a period of two years (extendable subject to satisfactory performance and approval of the IHRA Board) - Market based competitive remuneration.
Working hours	Full time
Method of Application	Candidates who meet the above requirements are invited to apply through the given link----- -----
Closing date	-----

Position title	Dir/Dy Dir Admin & Procurement
Directorate	Admin/HR
Reporting	Director General Admin/HR

Qualification	Master or higher Degree in Human Resources Management or Business/ Administrative, economics, or procurement and contract management from a HEC or a related field preferably from Foreign University
Experience	At least 8 years' post qualification relevant experience, Experience in health regulatory authorities will be preferred. Excellent Command in E-Office/ERP, Computer Proficiency is mandatory
Age Limit	Maximum 45 years
Skills and Abilities	Strong leadership, organizational capabilities, effective problem-solving skills, and the capacity to manage multiple priorities under tight deadlines. Additionally, a deep understanding of public sector project management, procurement, and financial management is crucial.
Pay Package	As approved by the IHRA Board
Grade/Scale	OG-3/4
Job Specification	Overseeing the administrative functions, office management, and procurement processes within the organization. Key responsibilities include conducting budgeting and audits, preparing financial statements, ensuring policy compliance, and fostering coordination across departments. They must have extensive knowledge of procurement practices, human resources procedures, and organizational policy development. It's also critical for these positions to perform reconciliations and manage any excess or surrender statements related to budgets.
Key Performance Areas	<p>Procurement Efficiency: Monitoring the effectiveness of procurement processes, including timely acquisition of necessary medical supplies and equipment.</p> <p>Budget Management: Ensuring adherence to budget allocations and financial management strategies for health facilities.</p> <p>Compliance with Health Regulations: Overseeing adherence to national health regulations and policies.</p> <p>Staff Performance: Evaluating and improving staff performance within the administration and procurement departments.</p> <p>Service Delivery Quality: Maintaining standards of care and service delivery through performance metrics and quality assurance protocols.</p> <p>Data Management: Implementing systems for data collection and analysis to inform decision-making and continuous improvement.</p>
Domicile Quota	Merit
Location of Job	Islamabad
Other Details	<ul style="list-style-type: none"> - Purely on contract basis, initially for a period of two years (extendable subject to satisfactory performance and approval of the IHRA Board) - Market based competitive remuneration.
Working hours	Full time
Method of Application	Candidates who meet the above requirements are invited to apply through the given link----- -----

Closing date	-----

Position title	Dir/Dy Dir Finance/Accounts/Budget
Directorate	Finance/Account/Budget
Reporting	Director General Finance/Account/Budget
Qualification	Candidate should have Master's or Higher Degree in Finance, Accounting, CA, ACCA, Auditing or business administration or a related field preferably from Foreign University
Experience	At least 8 years' post qualification relevant experience, Experience in health regulatory authorities will be preferred. Excellent Command in E-Office/ERP, Computer Proficiency is mandatory
Age Limit	Maximum 45 years
Skills and Abilities	Strong financial acumen and a deep understanding of financial principles, regulations, and best practices. Additionally, excellent communication and interpersonal skills are critical, allowing for effective negotiation, conflict resolution, and the ability to lead and involve diverse groups of people. Proficiency in facilitating discussions among stakeholders is also important.
Pay Package	As approved by the IHRA Board
Grade/Scale	OG-3/4
Job Specification	Overseeing financial management and strategy within health regulatory bodies. This includes providing leadership in financial planning, controlling operational budgets, ensuring compliance with financial regulations, and optimizing resource allocation. The role involves supporting high-quality financial management and ensuring the organization maintains strong financial integrity.
Key Performance Areas	<p>Financial Planning and Budgeting</p> <ul style="list-style-type: none"> • Overseeing the development of financial plans and budgets. • Ensuring alignment of financial resources with organizational goals. • Monitoring budget performance and taking corrective actions when necessary. • Providing financial forecasts and analysis to support decision-making. <p>Financial Reporting and Analysis</p> <ul style="list-style-type: none"> • Ensuring timely and accurate preparation of financial statements and reports. • Analyzing financial data to identify trends, variances, and areas for improvement. • Presenting financial performance to senior management or stakeholders. <p>Cash Flow Management</p> <ul style="list-style-type: none"> • Managing and optimizing cash flow to ensure the organization has sufficient liquidity. • Monitoring cash flow forecasts and taking action to address potential shortfalls.

	<ul style="list-style-type: none"> • Overseeing accounts receivable and payable functions. <p>Compliance and Risk Management</p> <ul style="list-style-type: none"> • Ensuring compliance with relevant financial regulations, laws, and policies. • Identifying and mitigating financial risks (e.g., market risks, credit risks). • Ensuring that internal controls are in place to prevent fraud or mismanagement. <p>Financial Strategy and Decision Support</p> <ul style="list-style-type: none"> • Providing financial insights to guide strategic decision-making. • Offering recommendations on investments, cost-saving initiatives, and resource allocation. • Supporting long-term financial sustainability and growth through financial strategies. <p>Financial Systems and Process Improvement</p> <ul style="list-style-type: none"> • Overseeing the implementation and maintenance of financial systems and software. • Continuously improving financial processes and ensuring operational efficiency. • Implementing automation or other technologies to streamline financial operations. <p>Team Leadership and Development</p> <ul style="list-style-type: none"> • Managing and leading the finance team, ensuring high performance and accountability. • Identifying training needs and fostering professional development. • Promoting collaboration and alignment within the finance department and with other teams. <p>Audit and Internal Controls</p> <ul style="list-style-type: none"> • Managing internal and external audits, ensuring compliance with auditing standards. • Overseeing the implementation of audit recommendations and corrective actions. • Ensuring strong internal control mechanisms to safeguard organizational assets. <p>Stakeholder Communication and Reporting</p> <ul style="list-style-type: none"> • Serving as the primary liaison between the finance department and senior management, board members, or external stakeholders. • Communicating financial results, challenges, and opportunities effectively. • Supporting transparency and trust through clear financial communication. <p>Tax Planning and Management</p> <ul style="list-style-type: none"> • Overseeing tax planning and compliance, ensuring the organization minimizes tax liabilities within legal frameworks.
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	<ul style="list-style-type: none"> Coordinating with tax advisors or legal experts on tax-related matters. <p>Cost Control and Efficiency</p> <ul style="list-style-type: none"> Identifying and implementing strategies to reduce operational costs without compromising quality or performance. Reviewing cost structures and recommending improvements to increase efficiency.
Domicile Quota	Merit
Location of Job	Islamabad
Other Details	<p>- Purely on contract basis, initially for a period of two years (extendable subject to satisfactory performance and approval of the IHRA Board)</p> <p>- Market based competitive remuneration.</p>
Working hours	Full time
Method of Application	<p>Candidates who meet the above requirements are invited to apply through the given link-----</p> <p>-----</p>
Closing date	-----

Position title	Dir/Dy Dir IT/Media
Directorate	IT/Media
Reporting	Director General IT/Media
Qualification	Master or higher degree in Information Technology, Computer Science, Media Management, or a related field from high ranked HEC recognized university or a related field preferably from Foreign University
Experience	At least 8 years of relevant work experience in implementing IT systems and/E-Pads or e-governance of comparable size and complexity, preferably in public sector.
Age Limit	Maximum 45 years
Skills and Abilities	Strong knowledge of IT infrastructure, systems, networks, and security. Experience in media management, content creation, and digital marketing strategies. Proficiency in project management and team leadership. In-depth understanding of emerging technologies, including AI, cloud computing, and media platforms. Ability to manage risk and compliance within IT and media environments. Excellent communication, presentation, and interpersonal skills. Strong decision-making and problem-solving capabilities. Ability to influence senior leadership and manage cross-functional teams.
Pay Package	As approved by the IHRA Board
Grade/Scale	OG-3/4
Job Specification	<p>Expertise in media analytics and performance measurement. Familiarity with SEO/SEM, social media platforms, and digital content tools.</p> <p>Certifications in IT (e.g., PMP, ITIL) or Media Management (e.g., Google Analytics, Adobe certifications).</p>

	Responsibilities include managing backups, supporting office IT needs, and ensuring optimal performance of systems and infrastructure. Candidates should have experience in server management, operating systems installation and configuration, and basic networking knowledge. Strong technical troubleshooting abilities and the capability to manage office IT resources effectively are essential for this role.
Key Performance Areas	<ul style="list-style-type: none"> - Lead IT and e-procurement teams and supervise e-procurement platform and e-office management system; - Develop, implement, administer, and manage IT policies, standards, and strategies; - Provide technical support to the e-procurement system and IT solutions to the management; - Oversee cloud/infra system administration, cybersecurity; - Oversight of MIS, Networks, IT Help Desk Affairs; - Monitoring security certificates and ensure the organization's compliance with the requirements; - Any other function assigned by the management.
Domicile Quota	Merit
Location of Job	Islamabad
Other Details	<ul style="list-style-type: none"> - Purely on contract basis, initially for a period of two years (extendable subject to satisfactory performance and approval of the IHRA Board) - Market based competitive remuneration.
Working hours	Full time
Method of Application	Candidates who meet the above requirements are invited to apply through the given link----- -----
Closing date	-----

Position title	Dir/Dy Dir Networking
Directorate	IT/Media
Reporting	Director General IT/Media
Qualification	Master or higher degree in Computer Science, Information Technology, Network Engineering, or a related field from high ranked HEC recognized university or a related field preferably from Foreign University
Experience	8+ years of experience in networking or IT infrastructure roles, with at least 3 years in a managerial or leadership capacity. Proven experience in managing and supporting large-scale enterprise networks, including troubleshooting, optimization, and security. Experience with network security and compliance, disaster recovery, and network monitoring. Excellent Command in E-Office/ERP, Computer Proficiency is mandatory

Age Limit	Maximum 45 years
Skills and Abilities	Ability to lead teams, develop strategies, and align IT and media goals with organizational objectives, Decision-Making, Project Management, Technical Expertise, IT Infrastructure Management, Software Development, Media Technology, Cybersecurity, Digital and Media Strategy, Content Strategy, Media Buying & Placement, Audience Engagement, Brand Management, Communication Skills, Stakeholder Engagement, Presentation Skills, Crisis Communication
Pay Package	As approved by the IHRA Board
Grade/Scale	OG-3/4
Job Specification	Supporting the leadership of the networking department in managing and optimizing the organization's network infrastructure. This role focuses on ensuring the scalability, security, and efficiency of all network systems while collaborating with IT, security, and other departments. The Dy Dir Networking will oversee day-to-day operations, lead network engineering projects, and assist with strategic planning to meet both current and future network requirements.
Key Performance Areas	Network performance, security, leadership, project management, and cost efficiency, ensure the organization's network is reliable, scalable, secure, and aligned with its strategic objectives, while also fostering a collaborative and innovative team environment.
Domicile Quota	Merit
Location of Job	Islamabad
Other Details	- Purely on contract basis, initially for a period of two years (extendable subject to satisfactory performance and approval of the IHRA Board) - Market based competitive remuneration.
Working hours	Full time
Method of Application	Candidates who meet the above requirements are invited to apply through the given link----- -----
Closing date	-----

Position title	Registrar/Dy Registrar Licensing(Director/Dy Director)
Directorate	Regulatory Affairs
Reporting	Director General Regulatory Affairs
Qualification	MBBS/BDS with higher degree in Health Management/Public Health, Hospital Administration/Management or Equivalent from an HEC recognized or reputable foreign university
Experience	At least 8 years' relevant post qualification experience Experience in health regulatory authorities will be preferred.
Age Limit	Maximum 45 years
Skills and Abilities	Licensing Knowledge & Expertise, Regulatory Compliance, Strategic Thinking & Decision Making, Strategic Licensing Initiatives, Dispute Resolution, Legal & Compliance Oversight, Compliance Monitoring, Audit Management, Legal Liaison, Leadership & Team Management,

	Team Leadership, Collaboration, Change Management, Communication & Stakeholder Engagement, Effective Communication, Negotiation & Persuasion, Training & Education, Problem Solving & Risk Management, Conflict Resolution, Crisis Management, Proactive Issue Identification, Continuous Improvement & Innovation, Process Improvement, Innovative Licensing Models, Knowledge Sharing
Pay Package	As approved by the IHRA Board
Grade/Scale	OG-3/4
Job Specification	Experienced leader with a deep understanding of healthcare regulations and licensing requirements. This individual will drive the licensing and regulatory compliance efforts of the organization, ensuring all necessary licenses are obtained, renewed, and maintained while managing risks and aligning compliance strategies with organizational goals. Strong leadership, regulatory knowledge, and communication skills are essential to excel in this role.
Key Performance Areas	Compliance management, process improvement, risk mitigation, staff leadership, and strategic alignment with the organization's goals
Domicile Quota	Merit
Location of Job	Islamabad
Other Details	- Purely on contract basis, initially for a period of two years (extendable subject to satisfactory performance and approval of the IHRA Board) - Market based competitive remuneration.
Working hours	Full time
Method of Application	Candidates who meet the above requirements are invited to apply through the given link----- -----
Closing date	-----

Position title	Dir/Dy Dir Clinical Governance
Directorate	Regulatory Affairs
Reporting	Director General Regulatory Affairs
Qualification	MBBS/BDS with higher degree in Health Management/Public Health, Hospital Administration/Management or Equivalent from an HEC recognized or reputable foreign university
Experience	At least 8 years' post qualification relevant experience, Experience in health regulatory authorities will be preferred.. Excellent Command in E-Office/ERP, Computer Proficiency is mandatory
Age Limit	Maximum 45 years
Skills and Abilities	Leadership, clinical expertise, regulatory knowledge, and strategic thinking to improve the quality and safety of patient care. This role demands a deep understanding of clinical practice, the ability to manage risk and compliance, and a commitment to fostering a culture of continuous improvement in healthcare settings. Strong

	communication, analytical thinking, and stakeholder management skills
Pay Package	As approved by the IHRA Board
Grade/Scale	OG-3/4
Job Specification	The Deputy Director will support the Director General in overseeing the clinical governance framework, driving quality improvement initiatives, ensuring regulatory compliance, and promoting patient safety across the healthcare setting.
Key Performance Areas	Ensuring the quality, safety, and effectiveness of clinical practices across the healthcare organization. The strategic, operational, and leadership responsibilities of the role, with an emphasis on compliance, quality improvement, patient safety, and regulatory adherence.
Domicile Quota	Merit
Location of Job	Islamabad
Other Details	- Purely on contract basis, initially for a period of two years (extendable subject to satisfactory performance and approval of the IHRA Board) - Market based competitive remuneration.
Working hours	Full time
Method of Application	Candidates who meet the above requirements are invited to apply through the given link----- -----
Closing date	-----

Position title	Dir/Dy Dir Inspections
Directorate	Regulatory Affairs
Reporting	Director General Regulatory Affairs
Qualification	MBBS/BDS, MCPS or with higher degree in Health Management/Public Health, Hospital Administration/Management or Equivalent from an HEC recognized or reputable foreign university
Experience	At least 8 years' post qualification, Experience as Inspection Officer in healthcare will be preferred. Excellent Command in E-Office/ERP, Computer Proficiency is mandatory
Age Limit	Maximum 45 years
Skills and Abilities	strong combination of leadership, regulatory expertise, risk management, and communication skills

Pay Package	As approved by the IHRA Board
Grade/Scale	OG-3/4
Job Specification	Ensure the organization is prepared for audits, inspections, and reviews by external regulatory bodies. Maintain up-to-date knowledge of relevant healthcare regulations, standards, and accreditation processes. Collaborate with senior leadership to prepare the organization for regulatory inspections, ensuring that all documentation, evidence, and practices meet the required standards. Address any compliance gaps identified during regulatory assessments and ensure corrective actions are implemented.
Key Performance Areas	Overseeing and managing the inspection processes within an organization, ensuring compliance with regulatory standards and the implementation of effective risk management and quality assurance programs.
Domicile Quota	Merit
Location of Job	Islamabad
Other Details	- Purely on contract basis, initially for a period of two years (extendable subject to satisfactory performance and approval of the IHRA Board) - Market based competitive remuneration.
Working hours	Full time
Method of Application	Candidates who meet the above requirements are invited to apply through the given link----- -----
Closing date	-----

Position title	Assistant Dir Law
Directorate	Law/Comp/Enforcement
Reporting	Director/Deputy Director Law
Qualification	Master or higher degree in LLM/ (preferably from a Foreign University), Bar at Law, Advocate High Court,
Experience	At least 5 years' post qualification relevant experience preferably in healthcare establishment. Excellent Command in E-Office/ERP, Computer Proficiency is mandatory
Age Limit	Maximum 43 years
Skills and Abilities	Requires a broad range of technical and interpersonal skills, including legal expertise, strategic thinking, leadership, and communication. A strong ability to manage risk, ensure compliance, and provide sound legal advice while keeping the organization's best interests in mind is crucial. The role also demands a high degree of professionalism, confidentiality, and ethical integrity.
Pay scale	As approved by the IHRA Board
Grade	OG-5

Job Specification	High-level legal support to the organization, ensuring that all legal, regulatory, and compliance requirements are met. This role involves advising senior leadership, managing legal matters, overseeing legal risk, and ensuring organizational compliance with relevant laws and regulations. The Assistant Director of Law will assist the Director of Legal Services in leading the legal department, managing legal operations, and representing the organization in external legal matters.
Key Performance Areas	Ensure that the organization operates within the legal framework, mitigates risks, and supports its strategic objectives.
Domicile Quota	Merit
Location of Job	Islamabad
Other Details	- Purely on contract basis, initially for a period of two years (extendable subject to satisfactory performance and approval of the IHRA Board - Market based competitive remuneration.
Working hours	Full time
Method of Application	Candidates who meet the above requirements are invited to apply through the given link----- -----
Closing date	-----

Position title	Assistant Dir Complaints
Directorate	Law/Comp/Enforcement
Reporting	Director/Deputy Director Complaints
Qualification	Master or higher degree in MS Healthcare Management Or equivalent from HEC recognized university or a related field preferably from Foreign University
Experience	At least 5 years' post qualification relevant experience Candidate having experience of Complaints in a Healthcare Regulatory Authority shall be given preference. Excellent Command in E-Office/ERP, Computer Proficiency is mandatory
Age Limit	Maximum 43 years
Skills and Abilities	Legal knowledge, leadership, and strategic thinking to navigate complex legal environments and support the organization's business objectives. Their ability to communicate effectively, manage legal risks, and mentor a legal team is essential for maintaining legal compliance and addressing legal challenges as the organization evolves. Strong business acumen, ethical integrity, and technical proficiency also contribute to their success in the role.
Pay Package	As approved by the IHRA Board
Grade/Scale	OG-5
Job Specification	Vital role in providing legal expertise, supporting organizational strategies, and ensuring compliance with relevant laws. This position demands a combination of legal proficiency, leadership, communication, and business insight to drive the organization's legal initiatives forward effectively.

Key Performance Areas	The organization remains legally compliant, reduces legal risks, resolves disputes effectively, and operates efficiently.
Domicile Quota	Merit
Location of Job	Islamabad
Other Details	- Purely on contract basis, initially for a period of two years (extendable subject to satisfactory performance and approval of the IHRA Board) - Market based competitive remuneration.
Working hours	Full time
Method of Application	Candidates who meet the above requirements are invited to apply through the given link----- -----
Closing date	-----

Position title	Assistant Dir Enforcement
Directorate	Law/Comp/Enforcement
Reporting	Director/Deputy Director Enforcement,
Qualification	Master or higher degree in MS Healthcare Management Or equivalent from HEC recognized university or a related field preferably from Foreign University OR Master or higher degree in LLM/ (preferably from a Foreign University), Bar at Law, Advocate High Court,
Experience	At least 5 years' post qualification relevant experience Candidate having experience of Enforcement at a Healthcare Regulatory Authority shall be given preference. Excellent Command in E-Office/ERP, Computer Proficiency is mandatory
Age Limit	Maximum 43 years
Skills and Abilities	Leadership, legal knowledge, communication, investigation, and strategic thinking. The ability to manage enforcement activities, lead teams, and ensure compliance to maintain the integrity and effectiveness of the enforcement function within an organization. Strong analytical abilities, decision-making skills, and a commitment to ethics and fairness are critical in managing enforcement actions and ensuring that regulations are followed.
Pay Package	As approved by the IHRA Board
Grade/Scale	OG-5
Job Specification	Key role in ensuring regulatory compliance, leading enforcement initiatives, and managing risks within the organization. This role requires a combination of legal expertise, leadership skills, and the ability to manage complex enforcement processes, making it a vital position for maintaining organizational integrity and compliance.
Key Performance Areas	Effective leadership, ensuring regulatory compliance, managing investigations, fostering stakeholder relationships, and maintaining a proactive approach to risk management and policy development.

Domicile Quota	Merit
Location of Job	Islamabad
Other Details	- Purely on contract basis, initially for a period of two years (extendable subject to satisfactory performance and approval of the IHRA Board) - Market based competitive remuneration.
Working hours	Full time
Method of Application	Candidates who meet the above requirements are invited to apply through the given link----- -----
Closing date	-----

Position title	Assistant Dir Admin
Directorate	Admin/HR
Reporting	Director/Deputy Director Admin
Qualification	Master or higher Degree in Human Resources Management or Business/ Administrative, economics, or procurement and contract management from a HEC or a related field preferably from Foreign University OR MA/MSc with 7/10 years post qualification experience in admin preferably in government organization
Experience	At least 5 years' post qualification relevant experience, In case of MA/MSc with 7/10 years post qualification experience in admin preferably in government organization Excellent Command in E-Office/ERP, Computer Proficiency is mandatory
Age Limit	Maximum 43 years
Skills and Abilities	Overseeing administrative operations, supporting senior management, and ensuring the efficient functioning of the organization's administrative systems. This position requires a broad skill set, combining leadership, strategic thinking, organizational expertise, and communication abilities.
Pay Package	As approved by the IHRA Board
Grade/Scale	OG-5
Job Specification	Critical leadership role within a healthcare organization, ensuring the smooth and effective operation of administrative functions. This position requires a strong background in healthcare administration, excellent management skills, a deep understanding of healthcare regulations, and the ability to coordinate complex processes across various departments. The ideal candidate will contribute to improving organizational efficiency, compliance, and overall healthcare delivery.
Key Performance Areas	Leadership, compliance, financial management, process improvement, and strategic planning
Domicile Quota	Merit
Location of Job	Islamabad

Other Details	- Purely on contract basis, initially for a period of two years (extendable subject to satisfactory performance and approval of the IHRA Board) - Market based competitive remuneration.
Working hours	Full time
Method of Application	Candidates who meet the above requirements are invited to apply through the given link----- -----
Closing date	-----

Position title	Assistant Dir HR
Directorate	Admin/HR
Reporting	Director/Deputy Director HR
Qualification	Master or higher Degree in Human Resources Management or Business/ Administrative, economics, or procurement and contract management from a HEC or a related field preferably from Foreign University
Experience	At least 5 years' post qualification relevant experience, Excellent Command in E-Office/ERP, Computer Proficiency is mandatory
Age Limit	Maximum 43 years
Skills and Abilities	Leadership, strategic thinking, HR expertise, interpersonal abilities, and proficiency in HR technology and data analysis. The Assistant Director must balance administrative tasks with strategic initiatives, all while fostering a positive, compliant, and productive organizational culture.
Pay scale	As approved by the IHRA Board
Grade	OG-5
Job Specification	Leading key HR functions, ensuring compliance, and driving employee development and engagement. This position requires a strong understanding of HR best practices, excellent communication and leadership skills, and the ability to effectively manage diverse teams. The ideal candidate will be able to align HR initiatives with organizational goals, fostering a positive and productive work environment.
Key Performance Areas	Contribute to the organization's ability to attract, retain, and develop talent, maintain compliance, and foster a productive, positive work environment. By focusing on leadership, strategic HR initiatives, and continuous process improvement, the Assistant Director of HR plays an integral role in achieving organizational success.
Domicile Quota	Merit
Location of Job	Islamabad
Other Details	- Purely on contract basis, initially for a period of two years (extendable subject to satisfactory performance and approval of the IHRA Board) - Market based competitive remuneration.
Working hours	Full time

Method of Application	Candidates who meet the above requirements are invited to apply through the given link----- -----
Closing date	-----

Position title	Assistant Dir Finance/Accounts/Budget
Directorate	Finance/Account/Budget
Reporting	Director/ Deputy Director Finance
Qualification	Master or higher degree in Finance, ACMA CA, ACCA, Economics, or a related field preferably from Foreign University
Experience	At least 5 years' post qualification experience, Experience in health regulatory authorities will be preferred Excellent Command in E-Office/ERP, Computer Proficiency is mandatory
Age Limit	Maximum 43 years
Skills and Abilities	Combination of accounting expertise, leadership abilities, and a strategic mindset to contribute to financial planning, analysis, reporting, and decision-making. An ideal candidate for this position will possess strong technical accounting skills, a deep understanding of financial regulations, excellent leadership capabilities, and the ability to communicate effectively with both financial and non-financial stakeholders.
Pay Package	As approved by the IHRA Board
Grade/Scale	OG-5
Job Specification	Overseeing the financial operations, reporting, and compliance functions of the organization. This position requires a strong background in accounting, financial management, and team leadership, with a focus on accuracy, compliance, and strategic financial planning. The ideal candidate will bring a mix of technical expertise and leadership skills to ensure the organization's financial health and stability.
Key Performance Areas	Ensures that the organization maintains strong financial oversight, adheres to regulatory requirements, and makes data-driven financial decisions that contribute to organizational growth and sustainability.
Domicile Quota	Merit
Location of Job	Islamabad
Other Details	- Purely on contract basis, initially for a period of two years (extendable subject to satisfactory performance and approval of the IHRA Board) - Market based competitive remuneration.
Working hours	Full time
Method of Application	Candidates who meet the above requirements are invited to apply through the given link----- -----
Closing date	-----

Position title	Assistant Dir IT/E-Pads
Directorate	IT & Media
Reporting	Director/Deputy Director IT/Media
Qualification	Master or higher degree in Computer Science, Information Technology, Network Engineering, or a related field from high ranked HEC recognized university or a related field preferably from Foreign University
Experience	At least 5 years' post qualification relevant experience, Excellent Command in E-Office/ERP, E/Pads, Computer Proficiency is mandatory
Age Limit	Maximum 43 years
Skills and Abilities	Strong technical foundation, leadership capabilities, and a strategic mindset to manage the organization's IT infrastructure, particularly regarding mobile technologies and e-pads. Their ability to oversee complex IT systems, optimize user experience, ensure compliance, and drive technological innovation is crucial for ensuring the organization's continued success in a rapidly evolving digital landscape.
Pay Package	As approved by the IHRA Board
Grade/Scale	OG-5
Job Specification	Mix of technical expertise, leadership, and project management skills, and is pivotal in ensuring the effective use of digital tools to enhance organizational efficiency and productivity. The ideal candidate will bring both technical know-how and strategic vision to drive the successful implementation and management of e-pad systems across the organization.
Key Performance Areas	Ensuring the seamless operation, optimization, security, and user adoption of e-pad systems. Success in these KPAs leads to improved efficiency, cost management, and organizational effectiveness, while supporting the broader IT and business goals. The Assistant Director will play a vital role in driving the organization's digital transformation and technology innovation.
Domicile Quota	Merit
Location of Job	Islamabad
Other Details	- Purely on contract basis, initially for a period of two years (extendable subject to satisfactory performance and approval of the IHRA Board) - Market based competitive remuneration.
Working hours	Full time
Method of Application	Candidates who meet the above requirements are invited to apply through the given link----- -----
Closing date	-----

Position title	Assistant Dir Regulatory Affairs
Directorate	Regulatory Affairs

Reporting	Registrar/Dy Licensing
Qualification	Medical Graduate, Bio Medical Engineer or higher degree or health related discipline etc from HEC recognized university or preferably from a Foreign University. The candidates having relevant international certifications in Clinical Governance, Licensing & Inspection will be preferred.
Experience	At least 5 years' post qualification experience, Experience in health regulatory authorities will be preferred Excellent Command in E-Office/ERP, Computer Proficiency is mandatory
Age Limit	Maximum 43 years
Skills and Abilities	Must possess a blend of regulatory knowledge, legal expertise, strategic thinking, and communication abilities to ensure compliance with regulatory standards. Their role is essential in managing risk, ensuring ethical practices, and influencing policy decisions within the organization. This position requires a proactive, adaptable individual who can navigate the complexities of regulations while fostering collaboration and compliance across all levels of the business.
Pay Package	As approved by the IHRA Board
Grade/Scale	OG-5
Job Specification	The ideal candidate will have a strong regulatory background, excellent leadership and communication skills, and the ability to manage multiple projects while ensuring compliance. This position is essential for minimizing regulatory risk and maintaining the organization's integrity and market competitiveness.
Key Performance Areas	Maintaining the organization's legal and ethical standing in its respective industry, safeguarding its reputation, and achieving operational efficiency.
Domicile Quota	Merit
Location of Job	Islamabad
Other Details	- Purely on contract basis, initially for a period of two years (extendable subject to satisfactory performance and approval of the IHRA Board - Market based competitive remuneration.
Working hours	Full time
Method of Application	Candidates who meet the above requirements are invited to apply through the given link----- -----
Closing date	-----

Position title	Assistant Dir Inspections
Directorate	Regulatory Affairs
Reporting	Director/Deputy Director Inspections
Qualification	MBBS/BDS , MCPS or with higher degree in Health Management/Public Health, Hospital Administration/Management or Equivalent from an HEC recognized or reputable foreign university
Experience	At least 5 years' post qualification relevant experience,

	Experience in health regulatory authorities will be preferred. Excellent Command in E-Office/ERP, Computer Proficiency is mandatory
Age Limit	Maximum 43 years
Skills and Abilities	Combination of technical knowledge, leadership abilities, communication skills, and problem-solving capabilities. This role requires an individual who can manage teams, oversee complex inspection processes, and ensure compliance with industry regulations, all while identifying and addressing risks and improving organizational performance.
Pay Package	As approved by the IHRA Board
Grade/Scale	OG-5
Job Specification	Ensuring that the organization meets regulatory standards and maintains high levels of compliance and safety. The ideal candidate will bring a strong background in inspections, leadership, and compliance management, as well as a proactive approach to problem-solving and continuous improvement. This position offers the opportunity to lead a team, influence organizational practices, and contribute to maintaining the organization's reputation for quality and safety.
Key Performance Areas	Ensuring the organization meets regulatory standards through effective inspections, proactive risk management, and continuous improvement. Success in these areas will lead to higher levels of compliance, reduced operational risks, and a well-trained, motivated inspection team capable of maintaining the highest standards of quality and safety.
Domicile Quota	Merit
Location of Job	Islamabad
Other Details	- Purely on contract basis, initially for a period of two years (extendable subject to satisfactory performance and approval of the IHRA Board) - Market based competitive remuneration.
Working hours	Full time
Method of Application	Candidates who meet the above requirements are invited to apply through the given link----- -----
Closing date	-----

Position title	Assistant Dir Clinical Governance
Directorate	Regulatory Affairs
Reporting	Deputy Director Clinical Governance
Qualification	MBBS/BDS or degree in Health Management/Public Health, Hospital Administration/Management or Equivalent from an HEC recognized or reputable foreign university The candidates having relevant international certifications in Clinical Governance, Licensing & Inspection will be preferred.

Experience	At least 5 years' post qualification relevant experience. Excellent Command in E-Office/ERP, Computer Proficiency is mandatory
Age Limit	Maximum 45years
Skills and Abilities	Must possess a comprehensive range of clinical, leadership, communication, and problem-solving skills. This role requires an individual who can effectively balance clinical knowledge with regulatory compliance, patient safety, and quality improvement efforts. The ideal candidate will be a strong leader, able to engage staff at all levels and ensure that clinical governance principles are consistently applied throughout the organization.
Pay Package	As approved by the IHRA Board
Grade/Scale	OG-5
Job Specification	Crucial leadership role focused on ensuring that the organization maintains the highest standards of clinical care, patient safety, and regulatory compliance. The ideal candidate will have strong leadership, clinical expertise, and experience in managing clinical governance and quality improvement programs. This position offers the opportunity to make a significant impact on the quality of healthcare delivery and patient outcomes within the organization.
Key Performance Areas	Focus on the continuous improvement of clinical standards, patient safety, regulatory compliance, and overall quality of care.
Domicile Quota	Merit
Location of Job	Islamabad
Other Details	- Purely on contract basis, initially for a period of two years (extendable subject to satisfactory performance and approval of the IHRA Board) - Market based competitive remuneration.
Working hours	Full time
Method of Application	Candidates who meet the above requirements are invited to apply through the given link----- -----
Closing date	-----

Position title	Staff Officer(Law)
Directorate	Law/Comp/Enforcement
Reporting	DG Law/Comp/Enforcement
Qualification	LLB or higher degree preference will be given to the foreign qualified, License to practice as an Advocate
Experience	At least 2 years' post qualification relevant experience in health regulatory authorities. Excellent Command in E-Office/ERP, Computer Proficiency is mandatory

Age Limit	30Years
Skills and Abilities	Must possess a broad range of legal, communication, analytical, and organizational skills. These abilities ensure that the officer can handle legal matters efficiently, provide sound legal advice, and support the organization's compliance and risk management goals. Strong interpersonal skills and the ability to collaborate across departments are also critical to success in this role.
Pay scale	As approved by the IHRA Board
Grade	OG-6
Job Specification	The successful candidate will need to demonstrate excellent legal knowledge, strong communication abilities, and the capacity to manage multiple tasks while maintaining ethical and legal standards. This role offers an excellent opportunity for individuals looking to develop their legal career in a dynamic and impactful environment.
Key Performance Areas	Focus on the critical aspects of legal research, compliance, risk management, contract drafting, dispute resolution, and stakeholder communication. By achieving these KPAs, the Staff/Law Officer will contribute to minimizing legal risks, ensuring compliance, and maintaining a strong legal framework for the organization.
Domicile Quota	Merit
Location of Job	Islamabad
Other Details	- Purely on contract basis, initially for a period of two years (extendable subject to satisfactory performance and approval of the IHRA Board) - Market based competitive remuneration.
Working hours	Full time
Method of Application	Candidates who meet the above requirements are invited to apply through the given link----- -----
Closing date	-----

Position title	Staff Officer(Admin)
Directorate	Admin/HR
Reporting	DG Admin/HR
Qualification	Bachelor or higher degree in Human Resources Management or Business/ Administrative, economics, or procurement and contract management from a HEC or a related field preferably from Foreign University
Experience	At least 2 years' post qualification relevant experience in health regulatory authorities. Excellent Command in E-Office/ERP, Computer Proficiency is mandatory
Age Limit	30 years
Skills and Abilities	Diverse set of skills and abilities to handle various administrative tasks and ensure the smooth operation of the office. From organizational and communication skills to proficiency in office technologies and problem-solving, these competencies are crucial for

	supporting the daily functioning of the organization. A Staff/Admin Officer should be highly organized, detail-oriented, adaptable, and able to work collaboratively with others while maintaining confidentiality and upholding the organization's standards and procedures.
Pay Package	As approved by the IHRA Board
Grade/Scale	OG-6
Job Specification	Ensuring the smooth operation of the office environment. The successful candidate will be organized, communicative, proactive, and capable of handling a wide range of administrative tasks. This is an excellent opportunity for individuals looking to contribute to an organization's operational efficiency and to grow in an administrative capacity.
Key Performance Areas	Focus on the core aspects of office management, communication, scheduling, document management, and general support. By meeting these KPAs, the Staff/Admin Officer will contribute to the smooth functioning of the office environment, ensuring that day-to-day operations are efficiently handled and that administrative support is provided effectively to both internal and external stakeholders.
Domicile Quota	Merit
Location of Job	Islamabad
Other Details	- Purely on contract basis, initially for a period of two years (extendable subject to satisfactory performance and approval of the IHRA Board) - Market based competitive remuneration.
Working hours	Full time
Method of Application	Candidates who meet the above requirements are invited to apply through the given link----- -----
Closing date	-----

Position title	Staff Officer (Finance/Account & Budget)
Directorate	Finance/Account/Budget
Reporting	DG Finance/Account/Budget
Qualification	Candidate should have Bachelor or Higher Degree in Finance, Accounting, Auditing or business administration or a related field preferably from Foreign University
Experience	At least 2 years' post qualification relevant experience Excellent Command in E-Office/ERP, Computer Proficiency is mandatory
Age Limit	Flexible
Skills and Abilities	Managing financial records, processing transactions, and providing support to the finance or accounting department. The position requires a strong understanding of accounting principles, excellent organizational skills, attention to detail, and the ability to work with numbers and data.
Pay Package	As approved by the IHRA Board

Grade/Scale	OG-6
Job Specification	Managing financial records, processing transactions, and providing support to the finance or accounting department. The position requires a strong understanding of accounting principles, excellent organizational skills, attention to detail, and the ability to work with numbers and data.
Key Performance Areas	Focus on managing core accounting functions such as financial record-keeping, accounts payable and receivable, bank reconciliation, and payroll assistance. Meeting these KPAs ensures the effective financial management of the organization, facilitates regulatory compliance, and contributes to the accuracy and integrity of the financial records. Achieving success in these areas supports the overall financial health and operational efficiency of the company.
Domicile Quota	Merit
Location of Job	Islamabad
Other Details	- Purely on contract basis, initially for a period of two years (extendable subject to satisfactory performance and approval of the IHRA Board) - Market based competitive remuneration.
Working hours	Full time
Method of Application	Candidates who meet the above requirements are invited to apply through the given link----- -----
Closing date	-----

Position title	Staff Officer(IT)
Directorate	IT & Media
Reporting	DG IT & Media
Qualification	Bachelor or higher degree in Computer Science, Information Technology, Network Engineering, or a related field from high ranked HEC recognized university or a related field preferably from Foreign University
Experience	At least 2 years' post qualification relevant experience Experience in healthcare organization will be given preference. Excellent Command in E-Office/ERP, Computer Proficiency is mandatory
Age Limit	40 years
Skills and Abilities	A Staff/IT Officer must possess a well-rounded set of technical skills, problem-solving abilities, and strong communication competencies. These skills allow them to support an organization's IT infrastructure, troubleshoot issues, ensure security, and maintain operational continuity. Their role also requires adaptability and a proactive approach to learning new technologies to meet the evolving needs of the business.
Pay Package	As approved by the IHRA Board
Grade/Scale	OG-6

Job Specification	Ensuring the smooth and efficient operation of an organization's IT infrastructure. This position requires a balance of technical expertise and excellent communication skills, as the officer will be interacting with both technical and non-technical personnel. By providing IT support, managing hardware and software systems, ensuring network security, and assisting with IT projects, the Staff/IT Officer contributes directly to the organization's productivity and technological advancement.
Key Performance Areas	Ensure that the individual contributes effectively to the organization's IT operations. These areas cover everything from providing technical support and maintaining network infrastructure to ensuring security, compliance, and system optimization. Meeting these KPAs ensures that the IT infrastructure is well-maintained, secure, and performing at its best, supporting the overall success of the organization.
Domicile Quota	Merit
Location of Job	Islamabad
Other Details	- Purely on contract basis, initially for a period of two years (extendable subject to satisfactory performance and approval of the IHRA Board) - Market based competitive remuneration.
Working hours	Full time
Method of Application	Candidates who meet the above requirements are invited to apply through the given link----- -----
Closing date	-----

Position title	Staff Officer(Regulatory Affairs)
Directorate	Regulatory Affairs
Reporting	DG Regulatory Affairs
Qualification	Bachelor or higher degree in Health Management/Public Health, Hospital Administration/Management or Equivalent from an HEC recognized or reputable foreign university
Experience	At least 2 years' post qualification relevant experience Experience with healthcare regulatory body shall be preferred. Excellent Command in E-Office/ERP, Computer Proficiency is mandatory
Age Limit	30
Skills and Abilities	The role of a Staff Officer in Regulatory Affairs requires a combination of technical regulatory knowledge, strong communication skills, and the ability to manage compliance projects efficiently. The individual in this role must be detail-oriented, able to analyze complex legal information, and able to work with various stakeholders to ensure the organization remains compliant with all necessary regulations. Key capabilities include regulatory knowledge, attention to detail, communication, problem-solving, and the ability to manage and mitigate compliance risks effectively.
Pay Package	As approved by the IHRA Board

Grade/ Scale	OG-6
Job Specification	The Staff Officer in Regulatory Affairs plays an essential role in ensuring that the organization adheres to regulatory requirements. This position requires a blend of technical knowledge, attention to detail, and strong communication and organizational skills. By supporting the regulatory process, managing documentation, and ensuring compliance with relevant laws, the Staff Officer helps safeguard the organization against legal risks and enhances its reputation in the health sector.
Key Performance Areas	The Key Performance Areas (KPA) of the Staff Officer in Regulatory Affairs reflect the core responsibilities of ensuring regulatory compliance, maintaining accurate documentation, managing relationships with regulatory bodies, and contributing to the organization's regulatory strategies. Success in these areas directly impacts the organization's ability to operate legally, minimize risks, and achieve business objectives while adhering to industry standards.
Domicile Quota	Merit
Location of Job	Islamabad
Other Details	- Purely on contract basis, initially for a period of two years (extendable subject to satisfactory performance and approval of the IHRA Board) - Market based competitive remuneration.
Working hours	Full time
Method of Application	Candidates who meet the above requirements are invited to apply through the given link----- -----
Closing date	-----

Position title	Internal Auditor (Deputy Director)
Reporting	CEO
Qualification	CIA candidates must hold a 4-year post-secondary degree (or higher) or its educational equivalent from an accredited university.
Experience	At least 8 years' post qualification relevant experience Excellent Command in E-Office/ERP, Computer Proficiency is mandatory
Age Limit	Maximum 45 years
Skills and Abilities	The role of an Internal Auditor requires a comprehensive mix of technical, analytical, and interpersonal skills. Success in this role hinges on the ability to analyze complex data, understand business operations, assess risk, communicate effectively with stakeholders, and uphold high ethical standards. The internal auditor's contributions help ensure that the organization operates efficiently, complies with

	regulations, and mitigates potential risks, ultimately supporting the organization's success and integrity.
Pay Package	As approved by the IHRA Board
Grade/Scale	OG-4
Job Specification	The Internal Auditor plays a crucial role in ensuring the organization's operations are efficient, effective, and compliant with applicable laws and regulations. The position demands a detail-oriented, analytical individual who can assess risks, identify control weaknesses, and recommend actionable solutions to improve governance, internal controls, and overall organizational performance.
Key Performance Areas	The Key Performance Areas (KPs) for an Internal Auditor revolve around ensuring robust risk management, compliance, internal controls, and continuous improvements within the organization. Effective auditors contribute significantly to the organization's ability to mitigate risks, ensure compliance, and enhance operational efficiency. Regular monitoring, clear communication, and actionable recommendations are key to driving success in these areas.
Domicile Quota	Merit
Location of Job	Islamabad
Other Details	- Purely on contract basis, initially for a period of two years (extendable subject to satisfactory performance and approval of the IHRA Board) - Market based competitive remuneration.
Working hours	Full time
Method of Application	Candidates who meet the above requirements are invited to apply through the given link----- -----
Closing date	-----

Position title	Audit Officer
Reporting	Internal Auditor
Qualification	Candidate should have Bachelor or Higher Degree in Finance, Accounting, Auditing or business administration or a related field preferably from Foreign University
Experience	At least 3 years' post qualification experience in Audit Excellent Command in E-Office/ERP, Computer Proficiency is mandatory
Age Limit	Maximum 40 years
Skills and Abilities	The role of an Audit Officer requires a combination of technical proficiency, analytical acumen, strong communication abilities, and ethical integrity. These professionals ensure that an organization's operations remain transparent, compliant, and efficient by evaluating its financial and operational processes and making recommendations for improvements. Whether conducting audits, managing risks, or collaborating with other departments, an Audit Officer is integral to

	the organizational success and its adherence to regulations and best practices.
Pay Package	As approved by the IHRA Board
Grade/Scale	OG-6
Job Specification	The Audit Officer plays a critical role in maintaining the integrity, efficiency, and compliance of an organization's operations. By conducting audits, assessing risks, and providing valuable insights to management, the Audit Officer ensures that the organization adheres to legal, regulatory, and financial standards, and operates with the highest level of transparency and accountability. This position offers an excellent opportunity for professionals to contribute to the improvement of organizational processes and internal controls while gaining exposure to various business functions.
Key Performance Areas	The Key Performance Areas (KPA) of an Audit Officer are essential in ensuring the organization operates efficiently, complies with regulations, and effectively mitigates risks. Audit Officers are expected to deliver high-quality audits, identify areas for improvement, and provide actionable recommendations. Success in these KPAs directly contributes to the organization's ability to manage risk, ensure compliance, and maintain financial integrity. Effective reporting, follow-ups, and the continual improvement of skills are also critical to the role's success.
Domicile Quota	Merit
Location of Job	Islamabad
Other Details	- Purely on contract basis, initially for a period of two years (extendable subject to satisfactory performance and approval of the IHRA Board) - Market based competitive remuneration.
Working hours	Full time
Method of Application	Candidates who meet the above requirements are invited to apply through the given link----- -----
Closing date	-----

Position title	Executive Secretary/CEO
Reporting	CEO
Qualification	Bachelor' or Master degree in Business Administration or Commerce or being Law Graduate from a university recognized by HEC university or from abroad.
Experience	At least 3 years' post qualification relevant experience Excellent Command in E-Office/ERP, Computer Proficiency is mandatory. 1. Arrange meetings of Board of authority. 2. Prepare Working Papers & circulating Agenda Items to BoD. 3. Recording & signing of minutes of Meetings, resolutions. 4. Keep & maintain all Board of Authority/Board Committee's record 5. Persue/update all decision taken by the board/board committees

Age Limit	30
Skills and Abilities	The skills and abilities of an Executive Secretary combine administrative expertise, exceptional communication skills, organizational abilities, and a high level of professionalism. Success in this role requires an individual to be adaptable, detail-oriented, and proactive while handling sensitive information and multiple tasks simultaneously. The Executive Secretary is a key player in ensuring smooth day-to-day operations and supporting senior leadership effectively.
Pay Package	As approved by the IHRA Board
Grade/Scale	SP 1
Job Specification	The Executive Secretary plays a critical role in ensuring the smooth operation of executive offices and supporting senior leadership. This position requires a highly organized and professional individual with excellent communication skills, the ability to manage multiple tasks, and the discretion to handle sensitive information. The Executive Secretary will be an essential part of the executive team, contributing to the overall efficiency and success of the organization.
Key Performance Areas	The Key Performance Areas (KPA)s for an Executive Secretary are centered around providing effective and efficient support to executives, ensuring smooth office operations, maintaining confidentiality, and effectively managing time and resources. Success in these KPAs results in enhanced executive productivity, a well-managed office, and positive outcomes for both the executive team and the organization as a whole.
Domicile Quota	Merit
Location of Job	Islamabad
Other Details	- Purely on contract basis, initially for a period of two years (extendable subject to satisfactory performance and approval of the IHRA Board) - Market based competitive remuneration.
Working hours	Full time
Method of Application	Candidates who meet the above requirements are invited to apply through the given link----- -----
Closing date	-----

Position title	PSO/PRO
Reporting	CEO, Executive Secretary
Qualification	Bachelor's degree in relevant field from high ranked HEC recognized university or from abroad.
Experience	At least 2 years' post qualification relevant experience Excellent Command in E-Office/ERP, Computer Proficiency is mandatory
Age Limit	30

Skills and Abilities	The PSO/PRO role demands a unique set of skills that blend communication, media relations, crisis management, and strategic planning. Professionals in this role must be able to manage public perception, foster strong relationships, and deliver messages clearly and effectively. Success in this position requires a combination of strong communication, organizational, and interpersonal abilities, alongside a deep understanding of media, public relations, and stakeholder engagement.
Pay Package	As approved by the IHRA Board
Grade/Scale	SP 1
Job Specification	The Public Service Officer (PSO)/Public Relations Officer (PRO) plays an integral role in managing the public perception and reputation of the organization. This position requires a strong communicator with expertise in media relations, crisis communication, event planning, and stakeholder engagement. The ideal candidate will possess creativity, excellent organizational skills, and the ability to manage high-pressure situations with professionalism. The PSO/PRO is essential in shaping and maintaining the public image and ensuring clear communication between the organization and its audience.
Key Performance Areas	Effectively managing media relations, promoting the organization's brand, ensuring positive public engagement, and safeguarding the organization's reputation, particularly during crises. Performance is measured by successful campaign execution, media coverage, public sentiment, stakeholder engagement, and the ability to adapt communication strategies based on feedback and analytical insights. Success in these areas ensures the organization's image is maintained, and its communication objectives are achieved.
Domicile Quota	Merit
Location of Job	Islamabad
Other Details	- Purely on contract basis, initially for a period of two years (extendable subject to satisfactory performance and approval of the IHRA Board) - Market based competitive remuneration.
Working hours	Full time
Method of Application	Candidates who meet the above requirements are invited to apply through the given link----- -----
Closing date	-----

Position title	Assistant Registrar Licensing (Assistant Director)
Directorate	Regulatory Affairs
Reporting	Deputy Director Regulatory Affairs, Registrar/Dy Licensing
Qualification	Bachelor's degree in relevant field from high ranked HEC recognized university or from abroad.
Experience	At least 5 years' post qualification relevant experience

	Excellent Command in E-Office/ERP, Computer Proficiency is mandatory
Age Limit	Flexible
Skills and Abilities	The role of an Assistant Registrar (Regulatory Affairs) requires a combination of specialized regulatory knowledge, excellent communication skills, strong organizational abilities, and strategic thinking. The ability to manage compliance, interpret and implement regulations, communicate effectively, and resolve issues efficiently are critical to succeeding in this role. Moreover, staying updated on regulatory changes and trends, managing relationships with stakeholders, and providing guidance to other teams within the organization are essential aspects of the position.
Pay Package	As approved by the IHRA Board
Grade/Scale	OG-5
Job Specification	The Assistant Registrar (Regulatory Affairs) plays an essential role in ensuring the organization's compliance with relevant regulations and standards. This position requires a strong understanding of regulatory frameworks, exceptional attention to detail, and the ability to work efficiently within strict timelines. The Assistant Registrar will support senior management in navigating complex regulatory processes, ensuring the organization's operations are in full compliance with applicable laws and regulations.
Key Performance Areas	The Key Performance Areas (KPA)s for the Assistant Registrar (Regulatory Affairs) focus on ensuring compliance with regulations, managing documentation and records, communication with regulatory bodies, and providing support for regulatory strategy and risk management. The KPAs also emphasize internal collaboration, continuous learning, audit readiness, and stakeholder engagement. The role requires strong organizational skills, regulatory knowledge, and the ability to mitigate risks, ensuring the organization adheres to all necessary legal and regulatory standards.
Domicile Quota	Merit
Location of Job	Islamabad
Other Details	- Purely on contract basis, initially for a period of two years (extendable subject to satisfactory performance and approval of the IHRA Board) - Market based competitive remuneration.
Working hours	Full time
Method of Application	Candidates who meet the above requirements are invited to apply through the given link----- -----
Closing date	-----

Position title	Web Developer
Directorate	IT & Media
Reporting	Assistant Director IT/E-Pads

Qualification	Bachelor or higher degree in IT preferably an Associate Degree in Web Design and Development.
Experience	At least 2 years' post qualification relevant experience preferably in health regulatory authorities. Excellent Command in E-Office/ERP, Computer Proficiency is mandatory
Age Limit	Maximum 40 years
Skills and Abilities	The role of a Web Developer requires a broad set of technical, creative, and problem-solving skills. Proficiency in programming languages, web frameworks, and development tools is essential. Web developers must also have a strong understanding of design principles, user experience, performance optimization, and security. Excellent communication, collaboration, and adaptability to new technologies are critical for successful web development in a dynamic, team-oriented environment.
Pay scale	As approved by the IHRA Board
Grade	OG-6
Job Specification	The Web Developer plays a key role in the development and maintenance of websites and web applications. This position requires proficiency in both front-end and back-end technologies, strong problem-solving skills, and the ability to collaborate with team members to deliver high-quality web solutions. The Web Developer will contribute to building user-centric websites that meet both functional and business requirements while staying up-to-date with industry trends and best practices.
Key Performance Areas	The Key Performance Areas (KPs) for a Web Developer cover a range of technical, collaborative, and user-focused activities. KPs include developing and maintaining functional and responsive websites, ensuring performance optimization, securing data, and collaborating with teams. Additionally, KPs include SEO and accessibility practices, conducting rigorous testing, keeping accurate documentation, and continuous learning. These areas ensure that the web developer not only delivers high-quality web solutions but also contributes to the broader goals of user satisfaction and business success.
Domicile Quota	Merit
Location of Job	Islamabad
Other Details	- Purely on contract basis, initially for a period of two years (extendable subject to satisfactory performance and approval of the IHRA Board) - Market based competitive remuneration.
Working hours	Full time
Method of Application	Candidates who meet the above requirements are invited to apply through the given link----- -----
Closing date	-----