



# ISLAMABAD HEALTHCARE REGULATORY AUTHORITY (IHRA)



## CAREER OPPORTUNITIES

The Islamabad Healthcare Regulatory Authority (IHRA) is an independent body formed under the Islamabad Healthcare Regulations Act, 2018. Its main purpose is to improve the quality of healthcare services and ensure accountability by setting and implementing minimum service delivery standards for both public and private healthcare facilities at primary, secondary, and tertiary levels within Islamabad Capital Territory (ICT).

IHRA now invites **applications for recruitment** on a **contract basis** under **open merit** for the following positions:

	Positions		No. of Vacancies
1	<b>Director General</b> (Law/Comp/Enforcement)	OG-2	01
2	<b>Director General</b> (Admin/HR)	OG-2	01
3	<b>Director General</b> (Finance/Account/Budget)	OG-2	01
4	<b>Director General</b> (Regulatory Affairs)	OG-2	01
5	<b>Director/Deputy Director</b> (Law)	OG-3/4	01
6	<b>Director/Deputy Director</b> (Complaints)	OG-3/4	01
7	<b>Director/Deputy Director</b> (Enforcement)	OG-3/4	01
8	<b>Director/Deputy Director</b> (Human Resource)	OG-3/4	01
9	<b>Director/Deputy Director</b> (Admin/Procurement)	OG-3/4	01
10	<b>Internal Auditor</b>	OG-4	01
11	<b>Assistant Director</b> (Inspections)	OG-5	01
12	<b>Assistant Director</b> (Finance)	OG-5	01
13	<b>Assistant Director</b> (Enforcement)	OG-5	02
14	<b>Assistant Director</b> (Complaints)	OG-5	01
15	<b>Assistant Director</b> (HR)	OG-5	01
16	<b>Assistant Director</b> (Clinical Governance)	OG-5	02
17	<b>Assistant Director</b> (Law)	OG-5	02
18	<b>Assistant Director</b> (Regulatory Affairs)	OG-5	01
19	<b>PSO/PRO</b>	OG-6	01
20	<b>Staff Officer</b> (Regulatory Affairs)	OG-6	01
21	<b>Staff Officer</b> (Admin)	OG-6	01
22	<b>Officers</b> (Gen)	OG-7	02
23	<b>Officer</b> (Media)	OG-7	01
24	<b>Receptionist</b>	SP-3	02
25	<b>Office Attendant</b>	SP-3	06
26	<b>Janitorial</b>	SP-3	03
27	<b>Driver</b>	SP-4	06

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Further detail for job description, terms, conditions and required credentials/experience can be downloaded from National Job Portal (<http://njp.gov.pk/>). This advertisement is also available on Islamabad Healthcare Regulatory Authority website (<http://ihra.gov.pk/>).

**The interested applicants are requested to apply online through National Job Portal (NJP) at (<http://njp.gov.pk/>). Any application submitted other than online shall NOT be entertained. The Competent Authority may withdraw or add the number of post(s) at any time during selection process.** The advertisement will be valid for **15 days** from the date of its publication. IHRA is an equal opportunity employer.

### **Human Resource Governance Committee,**

Islamabad Healthcare Regulatory Authority,  
Ministry of NHR&C

DMLC Building (PRCS), 2<sup>nd</sup> & 3<sup>rd</sup> Floor,  
Sufi Tabassum Road, H-8/2, Islamabad.

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	Position	Scale	No. of Posts	Modified Qualifications and Experience
1	Deputy Director Law	OG-4	01	<ul style="list-style-type: none"><li>- The candidate must possess a basic law degree with any higher degree in law from a university recognized by the HEC.</li><li>- A minimum of 8 years of relevant experience after acquiring the basic law degree.</li><li>- license to practice as advocate high court.</li><li>- Proficiency in E-Office/ERP and strong computer skills are preferred requirements.</li></ul> Job description as defined by the organization from time to time  Max. Age 45

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2	Deputy Director Complaints	OG-4	01	<ul style="list-style-type: none"><li>- The candidate must possess a degree of MBBS/BDS registered with PM&amp;DC.</li><li>- Preference will be given to candidates holding a higher relevant healthcare management degree or professional certification.</li><li>- A minimum of 8 years of relevant experience after acquiring the requisite qualification is mandatory. Preference will be given to candidates having experience in Healthcare management or complaints management.</li><li>- Proficiency in E-Office/ERP and strong computer skills are preferred requirements.</li></ul> <p>Job description as defined by the organization from time to time</p> <p>Max. Age 45</p>
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3	Deputy Director Enforcement	OG-4	01	<ul style="list-style-type: none"><li>- The candidate must possess a degree of MBBS/BDS registered with PM&amp;DC</li><li>OR</li><li>18 years of education recognized by HEC, in other disciplines.</li><li>- Preference will be given to candidates holding a higher relevant healthcare management degree or professional certification.</li><li>- A minimum of 8 years of relevant experience after acquiring the basic requisite qualification is mandatory. Preference will be given to candidates having experience in Healthcare management or enforcement.</li><li>- Proficiency in E-Office/ERP and strong computer skills are preferred requirements.</li></ul> <p>Job description as defined by the organization from time to time</p> <p>Max. Age 45</p>
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4	Deputy Director Admin & Procurement	OG-4	01	<ul style="list-style-type: none"><li>- The candidate must possess a degree of 16 years or higher education recognized by HEC.</li><li>- Preference will be given to candidates holding a higher relevant admin / procurement degree or professional certification.</li><li>- A minimum of 8 years of relevant experience after acquiring the requisite qualification is mandatory. Preference will be given to candidates having experience in administration / procurement.</li><li>- Proficiency in E-Office/ERP / E-Pad / GFR and strong computer skills are preferred requirements.</li></ul> Max. Age 45
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5	Deputy Director HR	OG-4	01	<ul style="list-style-type: none"><li>- The candidate must possess a degree of 16 years or higher education recognized by HEC.</li><li>- Preference will be given to candidates holding a higher relevant HR degree or professional certification.</li><li>- A minimum of 8 years of relevant experience after acquiring the requisite qualification is mandatory. Preference will be given to candidates having experience in Human Resource Management / Development.</li><li>- Proficiency in E-Office/ERP / E-Pad / Pay-roll and strong computer skills are preferred requirements.</li></ul> <p>Job description as defined by the organization from time to time</p> <p>Max. Age 45</p>
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6	Internal Auditor (Deputy Director)	OG - 4	01	<ul style="list-style-type: none"><li>- The candidate must possess CA / ACCA or a degree of 16 years or higher education recognized by HEC.</li><li>- Preference will be given to candidates holding a CIA or higher professional certification in auditing. Strong knowledge of internal auditing standards, and experience in conducting audits in public sector organizations.</li><li>- A minimum of 8 years of relevant experience after acquiring the requisite qualification is mandatory.</li><li>- Proficiency in E-Office/ERP and strong computer skills are preferred requirements.</li></ul> Job description as defined by the organization from time to time  Max. Age 45
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7	Assistant Director Inspection	OG-5	01	<p>- The candidate must possess a degree of MBBS/BDS registered with PM&amp;DC OR 16 years of education recognized by HEC, in other disciplines.</p> <p>- Preference will be given to candidates holding a higher relevant healthcare management degree or professional certification.</p> <p>- A minimum of 5 years of relevant experience after acquiring the basic requisite qualification is mandatory. Preference will be given to candidates having experience in healthcare management.</p> <p>- Proficiency in E-Office/ERP and strong computer skills are preferred requirements. Job description as defined by the organization from time to time</p>
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				Max. Age 43
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8	Assistant Director Finance	OG - 5	01	<p>- The candidate must possess qualification of CA/ACCA/ACMA or Master degree (MBA/M.COM) or higher degree in finance/Accounts or 16 years of education recognized by HEC in Finance/Accounts.</p> <p>The candidate should be well acquainted with IFRS / IAS and IPSAS.</p> <p>- Preference will be given to candidates holding a certification of PIPFA and experience in public sector organizations.</p> <p>- A minimum of 5 years of relevant experience after acquiring the requisite qualification is mandatory.</p>
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				<p>- Proficiency in E-Office/ERP/GFR and strong computer skills are preferred requirements. Job description as defined by the organization from time to time</p> <p>Max. Age 43</p>
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9	Assistant Director Enforcement	OG-5	02	<p>- The candidate must possess a degree of MBBS/BDS registered with PM&amp;DC OR 16 years of education recognized by HEC, in other disciplines.</p> <p>- Preference will be given to candidates holding a higher relevant healthcare management degree or professional certification.</p> <p>- A minimum of 5 years of relevant experience after acquiring the basic requisite qualification is mandatory. Preference will be given to candidates having experience in healthcare management.</p>
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				<p>- Proficiency in E-Office/ERP and strong computer skills are preferred requirements. Job description as defined by the organization from time to time</p> <p>Max. Age 43</p>
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10	Assistant Director Complaints	OG-5	01	<p>- The candidate must possess a degree of MBBS/BDS registered with PM&amp;DC OR 16 years of education recognized by HEC, in other disciplines.</p> <p>- Preference will be given to candidates holding a higher relevant healthcare management degree or professional certification.</p>
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				<p>- A minimum of 5 years of relevant experience after acquiring the basic requisite qualification is mandatory. Preference will be given to candidates having experience in healthcare or complaint management.</p> <p>- Proficiency in E-Office/ERP and strong computer skills are preferred requirements.</p> <p>Job description as defined by the organization from time to time</p> <p>Job description as defined by the organization from time to time</p> <p>Max. Age 43</p>
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11	Assistant Director HR	OG-5	01	- The candidate must possess a degree of 16 years or higher education recognized by HEC.
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				<ul style="list-style-type: none"><li>- Preference will be given to candidates holding a higher relevant HR degree or professional certification.</li><li>- A minimum of 5 years of relevant experience after acquiring the requisite qualification is mandatory. Preference will be given to candidates having experience in Human Resource Management / Development.</li><li>- Proficiency in E-Office/ERP / E-Pad / Pay-roll and strong computer skills are preferred requirements.</li></ul> <p>Job description as defined by the organization from time to time</p> <p>Max. Age 43</p>
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12	Assistant Director Clinical Governance	OG-5	02	<p>- The candidate must possess a degree of MBBS/BDS registered with PM&amp;DC OR DPT / MSN / MS, MLT or any equivalent or higher medical and allied health sciences degree from HEC recognized institutions.</p> <p>- A minimum of 5 years of relevant experience after acquiring the basic requisite qualification is mandatory. Preference will be given to candidates having experience in healthcare management.</p> <p>- Proficiency in E-Office/ERP and strong computer skills are preferred requirements. Job description as defined by the organization from time to time</p> <p>Max. Age 43</p>
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13	Assistant Director Regulatory	OG-5	01	<ul style="list-style-type: none"><li>- The candidate must possess a degree of MBBS/BDS registered with PM&amp;DC</li><li>OR</li><li>- The candidate must possess a degree of 16 years or higher education recognized by HEC.</li><li>- A minimum of 5 years of experience after acquiring the basic requisite qualification is mandatory. Preference will be given to candidates having experience in legal / healthcare management / regulations.</li><li>- Proficiency in E-Office/ERP and strong computer skills are preferred requirements.</li></ul> <p>Job description as defined by the organization from time to time</p> <p>Max. Age 43</p>
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14	Assistant Director Law	OG-5	02	<ul style="list-style-type: none"><li>- The candidate must possess a basic law degree with any higher degree in law from a university recognized by the HEC.</li><li>- A minimum of 5 years of relevant experience after acquiring the basic law degree.</li><li>- license to practice as advocate high court.</li><li>- Proficiency in E-Office/ERP and strong computer skills are preferred requirements.</li></ul> <p>Job description as defined by the organization from time to time</p> <p>Max. Age 43</p>
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	Staff Officer (Regulatory Affairs)	OG-6	01	<ul style="list-style-type: none"> <li>- The candidate must possess a degree of 16 years or higher education recognized by HEC.</li> <li>- Preference will be given to candidates holding a higher relevant admin degree or professional certification.</li> <li>- A minimum of 3 years of relevant experience after acquiring the requisite qualification is mandatory. Preference will be given to candidates having experience in administration.</li> <li>- Proficiency in E-Office/ERP / E-Pad / GFR and strong computer skills are preferred requirements. Job description as defined by the organization from time to time</li> </ul> <p>Max. Age 35</p>
15	Staff Officer Admin	OG-6	01	<ul style="list-style-type: none"> <li>- The candidate must possess a degree of 16 years or higher education recognized by HEC.</li> <li>- Preference will be given to candidates holding a higher relevant admin degree or professional certification.</li> </ul>

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				<p>- A minimum of 3 years of relevant experience after acquiring the requisite qualification is mandatory. Preference will be given to candidates having experience in administration.</p> <p>- Proficiency in E-Office/ERP / E-Pad / GFR and strong computer skills are preferred requirements. Job description as defined by the organization from time to time</p> <p>Max. Age 35</p>
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16	PSO/PRO	OG-6	01	- The candidate must possess a degree of 16 years or higher education recognized by HEC.
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				<ul style="list-style-type: none"><li>- Preference will be given to candidates holding a higher relevant degree or professional certification.</li><li>- A minimum of 3 years of relevant experience after acquiring the requisite qualification is mandatory. Preference will be given to candidates having experience in secretarial job.</li><li>- Proficiency in drafting skills / E-Office/ERP and strong communication / computer skills are preferred requirements.</li></ul> <p>Job description as defined by the organization from time to time</p> <p>Max. Age 35</p>
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17	Officer Media	OG - 7	01	<p>Bachelor's degree in Computer Science, Computer Arts, Information Technology, Film, Media Arts, or a related field.</p> <p>Minimum of 3 years of experience in videography, animation and social media operation or a related role preferably renowned organization.</p> <p>Demonstrated experience and a strong portfolio in animation and video editing.</p> <p>Preferred Skills:</p> <p>Storyboard writing and visual planning</p> <p>2D and 3D animation</p> <p>Video and sound editing</p> <p>Strong communication and collaboration abilities</p> <p>Attention to detail and a strong visual sense</p> <p>Advanced proficiency in video, animation software and social media</p> <p>Potential to manage website, X, Instagram, Facebook, Youtube channel and whatsapp channel.</p>
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				<p>Job description as defined by the organization from time to time</p> <p>Max. Age 35</p>
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18	Officers(Gen)	OG-7	02	<p>Candidate should have Bachelor degree or higher degree</p> <ul style="list-style-type: none"><li>- A minimum of 3 years of experience after acquiring the basic requisite qualification is mandatory. Preference will be given to candidates having experience in healthcare</li><li>- Proficiency in E-Office/ERP and strong computer skills are preferred requirements.</li></ul> <p>Job description as defined by the organization from time to time</p> <p>Max. Age 35</p>
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19	DG LAW/Enforcement/Complaint	OG - 2	01	<ul style="list-style-type: none"><li>- The candidate must possess a basic law degree with any higher degree in law from a university recognized by the HEC.</li><li>- A minimum of 20 years of relevant experience after acquiring the basic law degree, preferably in public sector and / or 3 year experience at a management level, hospital management or health administration.</li><li>- license to practice as advocate high court.</li><li>- Proficiency in E-Office/ERP and strong computer skills are preferred requirements.</li></ul> Job description as defined by the organization from time to time  Max. Age 55
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20	DG Admin / HR	OG - 2	01	<ul style="list-style-type: none"><li>- The candidate must possess a degree of 16 years or higher education recognized by HEC.</li><li>- Preference will be given to candidates holding a higher degree in Human Resource and/or Administration or professional certification and / or 3 year experience at a management level, hospital management or health administration.</li><li>- A minimum of 12 years of relevant experience after acquiring the requisite qualification is mandatory. Preference will be given to candidates having experience in HR and/or administration.</li><li>- Proficiency in E-Office/ERP / E-Pad and strong computer skills are preferred requirements.</li></ul> Job description as defined by the organization from time to time
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				Max. Age 55
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21	DG Regulatory Affairs	OG - 2	01	<p>MBBS / BDS, Medical Graduate or higher degree in relevant field from HEC recognized university.</p> <p>Minimum 12 years post qualification relevant experience, preferably 3 year experience at a management level, hospital management or health administration. Excellent Command in E-Office/ERP, Computer Proficiency is mandatory. Job description as defined by the organization from time to time</p> <p>Max. Age 55</p>
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22	DG Finance & Accounts	OG – 2	01	<p>Candidate should have Master's or Higher Degree in Finance, Accounting, CA, ACCA, or business administration (finance).</p> <p>Candidate have more than 15 years of post-qualification professional experience in Finance.</p> <p>Preference shall be given to candidates having experience in financial policies, planning, designing, development, implementation, maintenance and support of ERP systems. The candidate should be well acquainted with IFRS / IAS and IPSAS.</p>
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				<p>Excellent Command in E-Office/ERP, Computer Proficiency is mandatory. Job description as defined by the organization from time to time</p> <p>Max. Age 55</p>
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23	Receptionist	SP - 3	02	<p>Qualification: under Graduate,BA,BSc Experience: 3 years office working experience. Must be a Local resident. Job description as defined by the organization from time to time</p> <p>Max. Age: 35 years</p>
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24	Office attendant	SP - 3	06	Qualification: Matriculate Experience: 3 years office working experience. Must be a Local resident. Max. Age: 30 years
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25	Janitorial (1 Female, 2 Male)	SP - 3	03	Qualification: Literate 3 years office working experience. Must be a Local resident. Max. Age: 30 years
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26	Driver	SP - 4	06	Qualification: Matriculate Experience: Minimum 5 year experience, having License LTV, Motor car, Motor cycle Vision adjustable 6/6 Must be a Local resident. Max. Age: 45 years
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