



# Islamabad Healthcare Regulatory Authority



## CAREER OPPORTUNITY

### CHIEF EXECUTIVE OFFICER

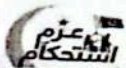
PID No.  
4309-25 IHRA 24X3

The Islamabad Healthcare Regulatory Authority (IHRA) is a body corporate established under Islamabad Healthcare Regulations Act 2018. The Authority aims to introduce and ensure quality assurance in healthcare services and accountability through developing and enforcing minimum services delivery standards at all healthcare establishment at the primary secondary and tertiary care level in the public and private sectors in Islamabad Capital Territory (ICT). IHRA is inviting applications of qualified and experienced candidates for the position of Chief Executive Officer (CEO) at IHRA in Islamabad reporting to the Board of Authority.

1	Qualifications & Experience (Sub-section 12 (1) of IHRA Act, 2018)	<ul style="list-style-type: none"> <li>i Having a minimum of fifteen years of experience in hospital or public administration, public health, medicine, accounting, finance, law, regulation or other related field.</li> <li>ii Additional higher qualification in law, management and/or clinical/medical subjects will be given preference.</li> <li>iii Preference would also be given to the candidates having substantial understanding of Government procedures, policies, rules, and regulations.</li> <li>iv Previous experience of relevant working experience in a healthcare field will be preferred.</li> </ul>
2	Disqualifications	As stated under Section 13 of the IHRA Act 2018
3	Age	Maximum 62 years on the closing date of this advertisement and inclusive of any age relaxation admissible as applicable (Government policies).
4	Salary Package	Market based competitive salary package based on candidate's experience and qualification.
5	Job Responsibilities (Clause (a-g) of Sub-section 12 (3) and Sub-section 12 (2) of IHRA Act 2018)	<ul style="list-style-type: none"> <li>i The chief executive officer shall also act as the secretary to the IHRA Board.</li> <li>ii The chief executive officer shall, subject to the supervision and control of the board, administer the affairs of the Authority and may exercise such powers as are delegated to him by the Board which shall include but not limited to; <ul style="list-style-type: none"> <li>a) Manage the administration, operations and functions of the Authority;</li> <li>b) Act as the principal accounting officer responsible and accountable for the management of the Authority's funds and assets;</li> <li>c) Prepare and present to the Board with strategic and operational plans for its review and appraisal;</li> <li>d) Assist the Board in strategic thinking, planning and implementing its policies;</li> <li>e) Protect the financial health of the Authority;</li> <li>f) Act as spokesperson of the Authority;</li> <li>g) Provide leadership to the senior management and direction to all staff.</li> </ul> </li> </ul>

#### TERMS AND CONDITIONS:

- a) The services of the appointees will be governed under the Islamabad Healthcare Regulation Act 2018 and rule/regulations made their under.
- b) Personnel currently serving with the government organizations should apply through proper channel (copy of the NOC from parent dept must be attached along with application).
- c) Only shortlisted candidates will be called for interview/test.
- d) Incomplete applications/documents will not be entertained after due date and will stand rejected.
- e) Interested Candidate/s shall submit their application/s through registered mail/courier service to the undersigned, accompanied by updated CV, documents, (attested copy of CNIC, Passport size picture, educational, experience/ courses/certificates etc with cover letter).
- f) Candidate/s shall also submit an affidavit on a non-judicial stamp paper of Rs:100/= that the information/documents provided with the application are true and correct and the deponents has never been convicted by any court of law OR dismissed/terminated, disqualified from any public/private service.
- g) Any knowingly furnished false information OR surpassed information shall lead to the disqualification.
- h) Applications should reach this office within 15 days of publication of this advertisement, Applications received after due date shall not be entertained.
- i) No TA/DA shall be admissible for the purpose of interview.
- j) The Candidate/s must attach an application fee in shape of Pay order/Demand draft/Bankers cheque or online payment of Rs 5000/- (non-refundable) in favor of Islamabad Healthcare Regulatory Authority Islamabad. Payment of online shall be made in Askari Bank Limited, Account # 1150420000481 and original receipt shall also be attached with the application.
- k) For job application form and job description please visit our website [www.ihra.gov.pk](http://www.ihra.gov.pk)
- l) Mention the position applied on the top right corner of envelop, otherwise your application will not be entertained.
- m) IHRA reserve the right to stop the recruitment process anytime as it may have deemed appropriate.
- n) The Appointment will be three (3) years contract based which may be extended on the basis of subject to the approval of the Authority.
- o) IHRA is an equal opportunity employer.



**Chairman, Islamabad Healthcare Regulatory Authority**

2nd Floor DMLC Building, Pakistan Red Crescent Society (PRCS) Sufi Tabassum Road, H-8/2, Islamabad.



# ISLAMABAD HEALTHCARE REGULATORY AUTHORITY

## INSTRUCTIONS FOR APPLICATION FORM

These instructions are for your guidance. Do not detach this sheet from the application form. Read it carefully before filling the application form and **sign it in token of having read and understood** these instructions. Submit the application and all related correspondence to **Chief Executive Officer (CEO), IHRA, 2<sup>nd</sup> Floor, DMLC Building (PRCS), H-8/2, Islamabad-44000, Tel: 051 9250383.**

1. **Filling of Application Form:** Fill legibly in your own handwriting. Answer all columns. Write **N/A** "Not Applicable" against column which does not apply to you. Extra sheet can be used for additional information; if required.
2. **Correspondence:** In your correspondence with the Authority, quote **"Post Applied For"** on the top right side of the envelop. It is your own responsibility to inform the IHRA. of any changes in your postal address. The Authority will not accept any responsibility for delayed or undelivered correspondence.
3. **Submission of Application Form:** The APPLICATION FORM can **ONLY** be submitted through postal/ courier services.
4. **Serving Candidates:** Candidates who are already in service of Government / Semi Government / Autonomous Bodies may apply with departmental permission (**NOC**). to the Authority before the closing date for the applications. The Authority does not allow any extra time, beyond the closing date, for postal transit or for routing the application through the Department, failing which their applications will stand rejected.
5. **Age of the Candidate:** Age shall be reckoned on the date specified in the Advertisement, however; for age relaxation Government rules shall apply.
6. **Certificates:** Send attested photocopies of the certificates and documents as listed/required/mentioned in advertisement with the application form. If a document does not apply to you, write **N/A** "Not Applicable" in the column for the page number.
7. **Eligibility:** A candidate must, through this application, satisfy the IHRA that he/she is eligible as per conditions of the advertisement.
8. The candidate who qualify in minority/ disability quota, must provide the following documents / certificate.
  - (a) Minorities: Affidavit/ Certificate.
  - (b) Disability: Copy of **Special CNIC** (Issued by NADRA)
9. **Disclaimer:** Candidates must disclose their relationship with employee of IHRA in Application Form (if applicable), hiding, wrong or misleading statement will lead to disqualification/ termination.
10. **Interview:** Candidates called for interview will attend at their own expense. No TA/DA will be admissible.
11. **Note:** All pages of the application and the attachments **Must Be Signed** by the applicant.

\_\_\_\_\_  
Signature of the Applicant

IHRA EMPLOYMENT APPLICATION FORM.

Page 1 of 7

**Note: All pages of this application and attachments must be signed by the applicant.**

## 12. Important Notes:

- (a) Any attempt to influence the Authority in hiring process to gain favour, will disqualify the candidature.
- (b) A false statement in the application or during interview will result in outright rejection/ termination even if revealed after the selection.
- (c) Ensure that your application is **complete** in all aspect. Incomplete applications or received after due date will stand rejected.
- (d) Attach three latest passport size photograph (2"x2") duly attested by Class-I Gazetted officer (on the back), with your Application.
- (e) The purdah (Veil) observing female candidates can be exempted from the requirement of photograph provided she attaches an affidavit to the effect that she has never provided her photographs in any Board/ University Examination.

NAME OF THE APPLICANT: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

**Islamabad Healthcare Regulatory Authority**

<b>Post Applied for:</b> _____ <b>S/No. of Post Advertised:</b> _____ <b>Advertisement No:</b> _____	Space for recent 3 Attested photographs Passport size (2"x2")  <u><b>(DO NOT USE GLUE)</b></u> <u>Staple only</u>
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1.	Name (in block capital)	
2.	Father's Name (in block capital)	
3.	(a) Postal Address	
	(b) Permanent Address	
	(c) CNIC No.	
	(d) Telephone No. (Preferred)	Landline: Cell No:
4.	Religion and Domicile	
5.	(a) Date of Birth (as per CNIC)	Year Month Days
	(b) Age (when Applying)	Year Month Days
6.	Place of birth:	
7.	District	
8.	Are you an ex-Service man? (Army, Navy & Air Force, Tick mark the appropriate box)	Yes No If yes, attach Discharge Certificate
9.	Do you claim physical disability?	Yes No If yes, attach Medical Certificate
10.	Co-curricular activities Including <del>sports &amp; hobbies</del>	
12.	Do you know anyone working in IHRA (name, relationship, designation)	



**14. Experience****Record your Government, Semi-Government or private service. List post most recently held first.**

No	Employer	Post/Position	Grade	Permanent/ Temporary	Period		Total Stay	Reason for leaving
					From	To		
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

\_\_\_\_\_  
Signature of the Applicant

15. Qualification						
Academic Qualification Starting with Matriculation Examination						
No	Certificate/ Diploma/ Degree / Postgraduate Degree	School/ college /Institution	Board/ University	Year of Passing	Marks obtained and total Marks	Division and position in board / University (1 <sup>st</sup> 2 <sup>nd</sup> or 3 <sup>rd</sup> ) if any
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

**Note:** In case of your claim to an equivalency of the prescribed qualification and recognized by the HEC; Attach copy of detailed marks certificate.

Signature of the Applicant

## 16. Check List

Attach the attested photocopies of the following documents with the application. Mark Page Number on each document that you provide and record these Numbers in Column-2 (Page Number)

Column-1 (Name of document)	Column-2 (Page Number)
(a) Secondary School Certificate	.....
(b) Intermediate	.....
(c) Degrees & Detail Marks Certificate	
1. _____	.....
2. _____	.....
3. _____	.....
4. _____	.....
5. _____	.....
(d) Experience Certificates	
1. _____	.....
2. _____	.....
3. _____	.....
4. _____	.....
5. _____	.....
(e) Additional Experience Sheet	.....
(f) Additional Qualification	.....
(g) Short Courses	.....
1. _____	.....
2. _____	.....
3. _____	.....
4. _____	.....
5. _____	.....

Signature of the Applicant

(h) Distinction Certificates from the Controller of Examinations of the concerned Board/University, if any

i) National Identity Card (photo copy).

(j) For Disability Special **CNIC** issued by NADRA.

(k) For Minority quota affidavit/ certificate (if applicable)

(l) Discharge Certificate (for Ex-Serviceman only)

(m) Government/ Semi-Government servant must provide departmental permission (**NoC**) (if applicable).

(n) Age Relaxation Certificate (if applicable)

(o) Three (3) attested photographs. (2"x2")

(p) Any certificate in support of your application (not mentioned above)

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.....	.....
.....	.....

**Certificate:**

I certify that, all the information mentioned above is correct to the best of my knowledge.

I understand, that Authority has the right to reject my candidature for any of the following reasons;

1. Incomplete information,
2. Incomplete documents,
3. Non-visible, fake, forged, misleading information or documents or any legal issue,
4. Without application fee for the post applied.

I also understand that, if any false or misleading information is found after the hiring process, may result in termination of my employment.

Applications fee in shape of Pay Order/ Demand Draft/ Banker's Cheque No. \_\_\_\_\_

Dated: \_\_\_\_\_ in favour of Islamabad Healthcare Regulatory Authority, Islamabad is attached.

Date \_\_\_\_\_ Name: \_\_\_\_\_

Signature: \_\_\_\_\_