



## CMH KHARIAN MEDICAL COLLEGE (CKMC)

### VACANCY ANNOUNCEMENT

- Applications are invited from eligible candidates for the following positions at CKMC.

Ser	Post	Qualification	Age
1.	<b>Manager HR/Adm/Procurement</b>	Masters/BS in HR/Adm/Procurement related field from HEC recognized University	45 Max Years
	<b>Experience</b>	Min 3-5 Years' experience of Admin and Management at a reputable organization	
	<b>Terms &amp; Condition</b>	<ul style="list-style-type: none"><li>The job required on Campus presence</li><li>Accumulated Leave can be availed every 2 months (8xSundays)</li><li>On campus accommodation single/married will be provided</li><li>Proficiency in MS Word/Excel/Power Point</li><li>Proficient in English language</li><li>Good interpersonal and communication Skills</li></ul>	

- Applications should include a **detailed CV with 2 x recent Photographs, along with photocopies of CNIC, educational certificates and experience certificates.**
- All applicants to prepare applications with all required documents and dispatch to **CMH Kharian Medical College, Kharian Cantt by 15 Jan 2023.**
- Only shortlisted candidates will be called for the interview. No TA/DA will be admissible.
- For any further details please contact on phone **053-7532239** or email at **careers@ckmc.edu.pk.**

**Deputy Director (Coord)  
CMH Kharian Medical College  
Kharian Cantonment**