

EXTRAORDINARY  
GOVERNMENT



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G A Z E T T E

## **KHYBER PAKHTUNKHWA**

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### **KHYBER PAKHTUNKHWA HEALTH CARE COMMISSION**

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#### **NOTIFICATION**

Dated: 5<sup>th</sup> April, 2016

**No. HCC/4532/4.** In exercise of the powers conferred by the section 31 of the Khyber Pakhtunkhwa Health Care Commission Act, 2015, the Khyber Pakhtunkhwa Health Care Commission has been pleased to approve it's below mentioned regulation in its 6<sup>th</sup> meeting dated 30.03.2016 held at main Khyber Pakhtunkhwa Health Care Commission office:

#### **KHYBER PAKHTUNKHWA HEALTH CARE COMMISSION CONDUCT OF BUSINESS REGULATIONS 2016**

- (1) Regulation of Procedures.
- (2) Registration and Licensing Regulations.
- (3) Complaint Management and Patients' Rights Regulations.
- (4) Human Resource Management Regulations.
- (5) Financial Regulations.

#### **ANNEXURE-A**

Health Care Commission Services Regulations 2016.

#### **ANNEXURE-B**

ADOPTION BY THE COMMISSION, OF HEALTH CARE STANDARDS, PROCUREMENT RULES AND LAWS /RULES RELATED TO THE HEALTH CARE SYSTEMS

Sd/-x-x-x  
Chief Executive Officer/Secretary,  
Khyber Pakhtunkhwa Health Care  
Commission.

**Acronyms**

CEO	Chief Executive Officer
CFO	Chief Financial Officer
DFID	Department for International Development, UK
DOH	Department of Health
HCC	Health Care Commission
HCE	Health Care Establishment
HRA	Health Regulatory Authority
HRM	Human Resource Management
HSRU	Health Sector Reform Unit
IMR	Infant Mortality Rate
JD	Job Description
KP	Khyber Pakhtunkhwa
KPHCC	Khyber Pakhtunkhwa Health Care Commission
LHW	Lady Health Workers
MSDS	Minimum Standards of Service Delivery
TRF+	Technical Resource Facility+
U5MR	Under 5 Mortality Rate

**Annex A KHYBER PAKHTUNKHWA HEALTH CARE COMMISSION**  
**SERVICES REGULATIONS 2016**

**ANNEX-A**

The human resource of the commission shall comprise of two cadres (1) at main office with contractual job and market base salary as given below (2) regular employees given at Notification No .SRO 300(2)/2004/1/2009, dated the 4th April, 2009 read with the Notification No. HRA/200/F-41/3497 Dated the Peshawar 20<sup>th</sup> February 2014, of the repealed health regulatory authority as amended by the commission from time to time.

<b>S.No</b>	<b>Designations</b>	<b>Qualification, Salary, Age and Experience criteria</b>
1	<p><b><u>Chief Executive Officer:</u></b></p> <p>(Serving government employees are not eligible).</p> <p><b>No of posts-1</b></p>	<p>Age- 50-65 years</p> <p><b>Salary:</b> Attractive market base/ MPI scale salary (Negotiable based on previous experience, additional qualification and management courses).</p> <p><b>Education &amp; Experience:</b></p> <p>18 years of education, preferably higher degree in Management Sciences / Public Health management / related disciplines and more than 15 years of progressive/ commanding experience on top management positions in public/ private sectors and national/ international NGO's.</p> <p>OR</p> <p>Retired armed forces personnel not below rank of major or equal in PAF/PN with PSC or senior /Junior command courses and other added courses (for army medical corps instead of PSC master degree in medical administration etc.), having more than 15 years' experience on various management positions such as director/ CEO/ COO in hospital management/ private sector/ and national/ international organizations.</p> <p>OR</p> <p>Retired civil servants with master's degree in management /allied sciences or advanced course in public administration /development economics or national management course or senior management course and experience of more than 15 years working on top management positions (serving officers cannot apply).</p> <p><b>SKILLS REQUIRED:</b> Strong leadership capabilities with excellent communication, negotiation skills and analytical abilities. Must poses excellent command of written and verbal English along with demonstrated ability of strategic planning, change management and organizational/institutional development.</p>
2	<p><b><u>Director Business Support / Operations:</u></b></p> <p><b>No of Posts: 1</b></p>	<p>Age: 35-55 years</p> <p><b>Salary:</b> Attractive market based/ MPII scale salary (Negotiable based on previous experience, additional qualification and management courses).</p> <p><b>Education &amp; Experience:</b></p> <p>(a) 18 years of education, preferably higher degree in Management Sciences / related disciplines and more than 10 years of progressive experience on management positions in public/ private sectors.</p> <p>OR</p>

		<p>(b) Retired armed forces personnel not below-rank of major or equal in PAF/PN with PSC or senior/junior command courses and other added courses (for army medical corps instead of PSC master degree in medical administration etc.) having more than 15 years' experience on various management positions such as director etc. in hospital management/ private sector/ and national/ international organizations.</p> <p>OR</p> <p>(c) Retired or serving civil servants with master's degree in management allied sciences or advanced course in public administration /development economics or national management course or senior management course and experience of more than 15 years working on middle to top management positions</p> <p><b>SKILLS REQUIRED.</b> Hands on Experience in managing projects preferably in Government Sector, planning, reporting, procurement, supply chain, capacity building, financial budgeting &amp; forecasting, TOR/SOP/SOW framing, logistics/fleet management, Policy formulation, over sight, Designing Projects, Training/Development, Strong IT &amp; analytical skills, conflict management, system analysis &amp; design, annual activity plan, etc.</p>
3	<p><b>Director Licensing/ Registration / Services:</b></p> <p><b>No of posts: 1</b></p>	<p><b>Age:</b> 35-55 years</p> <p><b>Salary:</b> Attractive market base/ MPII scale salary (Negotiable based on previous experience, additional qualification and management courses).</p> <p><b>Education &amp; Experience:</b></p> <p>(a) 18 years of education, preferably higher degree in Management Sciences /Public Health Management/ Health management etc. and more than 10 years of progressive experience on management positions in public/ private sectors &amp; National / International NGO's.</p> <p>OR</p> <p>(b) Retired armed forces personnel not below rank of major or equal in PAF/PN with PSC or senior/junior command courses and other added courses (for army medical corps instead of PSC master degree in medical administration etc.),having more than 15 years' experience on various management positions such as director etc. in hospital management/ private sector/ and national/ international organizations (serving officers cannot apply).</p> <p>OR</p> <p>(c) Retired / serving civil servants with master's degree in management &amp; allied sciences or advanced course in public administration /development economics or national management course or senior management course with experience of more than 15 years working on middle to top management positions.</p>

		<p><b>SKILLS REQUIRED.</b> Hands on Experience &amp; know how in management, team building , with very good communication and negotiation skills. Managing projects, planning, reporting, TOR framing, Policy formulation, risk mitigation, Health management rules /procedures/laws, Health care institutions policy &amp; procedures, Licensing / registration laws &amp; procedures etc.</p>
4	<p><b>Director Complaints/ Patient Rights / Legal:</b></p> <p><b>No of posts: 1</b></p>	<p><b>Age:</b> 35-55 years</p> <p><b>Salary:</b> Attractive market base/ MPII scale salary (Negotiable based on previous experience, additional qualification and management courses).</p> <p><b>Education &amp; Experience:</b></p> <p>(a) 18 years of education, preferably higher degree in Management Sciences /Public Health Management/ Health management etc. and more than 10 years of progressive experience on top management positions in public/ private sectors &amp; National / International NGO's.</p> <p>OR</p> <p>(b) Retired armed forces personnel not below rank of major or equal in PAF/PN with PSC or senior/junior command courses and other added courses (for army medical corps instead of PSC master degree in medical administration etc.). Having more than 15 years' experience on various management positions such as director in hospital management/ private sector/ and national/ international organizations.</p> <p>OR</p> <p>(c) Retired /serving civil servants with master's degree in management allied sciences or advanced course in public administration /development economics or national management course or senior management course and experience of more than 15 years working on middle to top management positions (serving officers cannot apply).</p> <p><b>SKILLS REQUIRED.</b> Hands on Experience &amp; know how in management, conflict resolution with strong communication and negotiation skills along with working knowledge of human rights/related issues, planning, reporting, TOR framing, Policy formulation, Monitoring, risk mitigation, Health management rules /procedures/laws, Health care institutions policy &amp; procedures, Licensing / registration laws &amp; procedures, Legal matters, grievance redressal, Gender biasness, Crisis / Conflict management, Team building.</p>
5	<p><b>Director Clinical Governance/ QA / MSE:</b></p>	<p><b>Age:</b> 35-55 years</p> <p><b>Salary:</b> Attractive market base/MPII scale salary (Negotiable based on previous experience, additional qualification and management courses).</p>

	<p><b>No of Post: 1</b></p>	<p><b>Education &amp; Experience:</b></p> <p>MBBS/MD with MPH/MS in Health management or relevant allied disciplines and more than 10 years of progressive experience on top management positions in public/ private sectors &amp; National / International NGO's.</p> <p><b>SKILLS REQUIRED :</b> Hands on Experience &amp; know how in health management, hospital administration, experience in Government institutions preferably Health planning, reporting, SOP/SOW framing, Policy formulation, over sight, development of KPIs, knowledge of national/International quality Standards , designing projects/planning &amp; monitoring, risk mitigation &amp; quality assurance of desired mile stones based on software applications. IT &amp; analytical skills are required.</p>
6	<p><b>Additional Director</b> <b>HR/Admin/Operations:</b></p> <p><b>No of Post: 1</b></p>	<p><b>Age:</b> 30-45 years</p> <p><b>Salary:</b> Attractive market base/MPHII scale salary (Negotiable based on previous experience, additional qualification and management courses).</p> <p><b>Education &amp; Experience:</b></p> <p>(a) 18 years of education, preferably higher degree in Management Sciences and more than 8 years of progressive experience on various management positions in public/private sectors.</p> <p><b>SKILLS REQUIRED:</b> Hands on Experience in HR management, managing projects preferably in Government Sector, planning, reporting, recruiting &amp; selection, procurement, supply chain, capacity building, financial budgeting &amp; forecasting, TOR/SOP/SOW framing, logistics/fleet management, Policy formulation, over sight, Designing Projects, Training/Development, Strong IT &amp; analytical skills, conflict management, system analysis &amp; design, development of annual activity plan, etc. Good communication and negotiation skills will be an asset.</p>
7	<p><b>Additional Director</b> <b>Information Technology (IT):</b></p> <p><b>No of post: 1</b></p>	<p><b>Age:</b> 30-45 years</p> <p><b>Salary:</b> Attractive market base/MPHII scale salary (Negotiable based on previous experience, additional qualification and management courses).</p> <p><b>Education &amp; Experience:</b></p> <p>18 years of education, preferably degrees in MBIT/MBA (IT) and more than 8 years of progressive experience on various management positions in public/ private sectors.</p> <p><b>Skills Required.</b> Hands on Experience in IT management, projects management, preferably in Government Sector, planning, reporting, procurement, capacity building, budgeting &amp; forecasting,, over sight, Designing Projects, Training/Development, Strong IT &amp; analytical skills, conflict management, system analysis &amp; design, IT Audit &amp; Monitoring, experience in developing annual activity plans, etc. Good communication and negotiation skills will be an asset.</p>

8	<b><u>Additional Director investigation /anti quackery</u></b>	<p><b>Age:</b> 30-45 years</p> <p><b>Salary:</b> Attractive market base/MPiII scale salary (Negotiable based on previous experience, additional qualification and management courses).</p> <p><b>Education &amp; Experience:</b></p> <p>18 years of education, preferably degrees in management sciences/ public administration/law and more than 8 years of progressive experience on various management positions in public/ private sectors/National/International organizations.</p> <p><b>SKILLS REQUIRED.</b> Hands on Experience &amp; know how of general administration in Government institutions preferably Health, planning, reporting, SOP/SOW framing, investigation &amp; monitoring and report writing. Strong IT &amp; analytical skills, knowledge of rules regulations will be preferable development activity plan, etc. along with good communication and negotiation skills will be an asset.</p>
9	<b><u>Additional Director/ licensing/accreditation</u></b>	<p><b>Age:</b> 30-45 years</p> <p><b>Salary:</b> Attractive market base/MPiII scale salary (Negotiable based on previous experience, additional qualification and management courses).</p> <p><b>Education &amp; Experience:</b></p> <p>18 years of education, preferably degrees in management sciences/public administration, health management sciences and more than 8 years of progressive experience on various management positions in public/ private sectors/National/ International organizations.</p> <p><b>SKILLS REQUIRED.</b> Hands on Experience &amp; know how in Managing projects in Government institutions preferably Health, planning, reporting, SOP/SOW framing, Policy formulation, over sight, Standards development , risk mitigation &amp; quality assurance of desired mile stones. Strong IT &amp; analytical skills knowledge, along with good communication and negotiation skills will be an asset.</p>
10	<b><u>Additional Director M&amp;E / Standards:</u></b>	<p><b>Age:</b> 30-45 years</p> <p><b>Salary:</b> Attractive market base/MPiII scale salary (Negotiable based on previous experience, additional qualification and management courses).</p> <p><b>Education &amp; Experience:</b></p> <p>18 years of education, preferably degrees in management sciences and more than 8 years of progressive experience on various management positions in public/ private sectors / National / International organizations.</p> <p>OR</p> <p>MBBS with 18 years of education, preferable master's degree in Epidemiology or Project management with 8 years of experience.</p>

		<p><b>SKILLS REQUIRED.</b> Hands on Experience &amp; know how in Managing projects in Government institutions preferably Health, planning, reporting, SOP/SOW framing, Policy formulation, over sight, Standards development, designing projects/planning &amp; monitoring , risk mitigation &amp; quality assurance of desired mile stones based on software applications, Strong IT &amp; analytical skills, knowledge of developing ADP schemes, development activity plan, etc. along with good communication and negotiation skills will be an asset.</p>
11	<p><b>Additional Director Clinical Governance / QA:</b></p> <p><b>No of posts: 1</b></p>	<p><b>Age:</b> 30-45 years</p> <p><b>Salary:</b> Attractive market base/MPH scale salary (Negotiable based on previous experience, additional qualification and management courses).</p> <p><b>Education &amp; Experience:</b></p> <p>18 years of education, preferably degrees in MBBS with MPH or Hospital Management and 8 years of progressive experience on various management positions in public/ private sectors and Health care institutions.</p> <p>OR</p> <p>Bachelor's Degree in Nursing with MPH or Master's in Health Planning / Administration or equal with minimum 8 years' experience.</p> <p><b>SKILLS REQUIRED</b> Hands on Experience in health management, hospital administration, health projects in Government/private institutions preferably Health , planning, reporting, SOP/SOW framing, KPIs and Standards development, designing projects/planning &amp; monitoring , risk mitigation &amp; quality assurance of desired mile stones based on software applications, Strong IT, analytical and communication skills will be added value. Knowhow of clinical and performance audit will be an asset.</p>
12	<p><b>Chief Finance Officer :</b></p> <p><b>No of posts: 1</b></p>	<p><b>Age:</b> 30-50 years</p> <p><b>Salary:</b> Attractive market base/MPH scale salary (Negotiable based on previous experience, additional qualification and management courses).</p> <p><b>Education &amp; Experience:</b></p> <p>18 years of education, preferably MBA (Finance) / M.Com or MS in Finance with 8 years of progressive experience in Audit, Accounts &amp; Finance management etc.</p> <p><b>SKILLS REQUIRED.</b> Hands on Experience &amp; know how in Financial accounting, cost accounting, reporting , budgeting, reconciliation statements, balance sheets, third party audit , AG rules &amp; procedures, Annual Financial plan, forecasting, asset management, depreciation analysis, well versed in Peach tree / accounting software's, IT tool &amp; techniques in Accounting &amp; finance etc.</p>



13	<p><b><u>Manager Finance:</u></b></p> <p><b><u>No of posts: 1</u></b></p>	<p><b><u>Age:</u></b> 30-45 years</p> <p><b><u>Salary:</u></b> Attractive market based (Negotiable based on previous experience, additional qualification and management courses).</p> <p><b><u>Education &amp; Experience:</u></b></p> <p>18 years of education, preferably MBA (Finance) / M.Com or MS in Finance with 3 years' experience or 16 years of education in the fields of finance, accounting, funds management etc. with minimum 5 years' experience or ACCA with 3 Years experience or CA (foundation) having completed the article ship.</p> <p><b><u>SKILLS REQUIRED.</u></b> Hands on Experience &amp; know how in Financial accounting, cost accounting, reporting , budgeting, reconciliation statements, balance sheets, third party audit , AG rules &amp; procedures, Annual Financial plan, forecasting, asset management, depreciation analysis, well versed in Peach tree / accounting software's, IT tool &amp; techniques in Accounting &amp; finance etc.</p>
14	<p><b><u>Manager HR/Admin</u></b></p> <p><b><u>No of posts: 1</u></b></p>	<p><b><u>Age:</u></b> 30-45 years</p> <p><b><u>Salary:</u></b> Attractive market based (Negotiable based on previous experience, additional qualification and management courses).</p> <p><b><u>Education &amp; Experience:</u></b></p> <p>18 years of education, preferably degree in management sciences especially HR as specialty with minimum 3 years of progressive experience on various HR/management positions in public/ private sectors.</p> <p><b><u>SKILLS REQUIRED.</u></b> Hands on Experience &amp; know how in HR management, team building, with very good communication and negotiation skills. Managing projects, planning, reporting, TOR framing, Policy formulation, risk mitigation, Health management rules /procedures/laws, Health care institutions policy &amp; procedures, Licensing / registration laws &amp; procedures etc.</p>
15	<p><b><u>Manager Legal:</u></b></p> <p><b><u>No of posts: 1</u></b></p>	<p><b><u>Age:</u></b> 30-45 years</p> <p><b><u>Salary:</u></b> Attractive market based (Negotiable based on previous experience, additional qualification and management courses).</p> <p><b><u>Education &amp; Experience:</u></b></p> <p>LLB with 5 years of progressive experience in Corporate Legal matters, Human Rights acts or LLM with 3 years' experience in similar fields.</p> <p><b><u>SKILLS REQUIRED.</u></b> Hands on Experience &amp; know how in Corporate Legal matters, corporate legislations , company formation , Human right laws , contract agreement formulation/vetting/proof reading, practical experience in defense in court of law etc.</p>
16	<p><b><u>Internal Auditor</u></b></p> <p><b><u>No of posts: 1</u></b></p>	<p><b><u>Age:</u></b> 30-45 years</p> <p><b><u>Salary:</u></b> Attractive market based (Negotiable based on previous experience, additional qualification and management courses).</p>

		<p><b>Education &amp; Experience:</b> ACCA with 5 Years experience of Auditing/internal auditing.</p> <p>Or CA (foundation) with 5 years of article ship in a reputed firm.</p> <p><b>SKILLS REQUIRED.</b> Hands on Experience &amp; know how in Financial accounting, cost accounting, reporting , budgeting, reconciliation statements, balance sheets, third party audit , AG rules &amp; procedures, Annual Financial plan, forecasting, asset management, depreciation analysis, well versed in Peach tree / accounting software's, IT tool &amp; techniques in Accounting &amp; finance etc.</p>
<p>17</p>	<p><b>Manager Complaints:</b></p> <p><b>No of posts: 1</b></p>	<p><b>Age:</b> 30-45 years</p> <p><b>Salary:</b> Attractive market based (Negotiable based on previous experience, additional qualification and management courses).</p> <p><b>Education &amp; Experience:</b></p> <p>18 years of education, preferably MBBS/BSc Nursing with MPH or equivalent degree with minimum 3 years of progressive experience in health sector including national/internal/NGOs, etc.</p> <p><b>SKILLS REQUIRED.</b> Hands on Experience &amp; know how in Human rights, patient care, conflict / complaints management, complain redressal, etc. Good communication and negotiation skills are required.</p>
<p>18</p>	<p><b>Manager Patient Rights:</b></p> <p><b>No of posts: 1</b></p>	<p><b>Age:</b> 30-45 years</p> <p><b>Salary:</b> Attractive market based/ (Negotiable based on previous experience, additional qualification and management courses).</p> <p><b>Education &amp; Experience:</b></p> <p>18 years of education, preferably MBBS/BSc Nursing with MPH or equivalent degree with minimum 3 years of progressive experience in health care institution including national/international organization/NGOs etc.</p> <p><b>SKILLS REQUIRED.</b> Hands on Experience &amp; know how in Human rights, patient care, conflict / complaint management, complain redressal etc.</p>
<p>19</p>	<p><b>Manager Clinical Governance / QA:</b></p> <p><b>No of posts: 1</b></p>	<p><b>Age:</b> 30-45 years.</p> <p><b>Salary:</b> Attractive market based/ (Negotiable based on previous experience, additional qualification and management courses).</p>

		<p><b><u>Education &amp; Experience:</u></b></p> <p>18 years of education, preferably MBBS with MPH or Hospital Management or equivalent degree with minimum 3 years of progressive experience on various management positions in public/ private health sectors including national/international NGO/organization.</p> <p><b><u>SKILLS REQUIRED</u></b> Hands on Experience &amp; know how in health sector management, ward administration, Health planning, reporting, SOP/SOW framing, monitoring, Standards and KPIs development, etc. knowledge of quality assurance, quality management and performance audit will be preferred.</p>
20	<p><b><u>Manager M&amp;E /</u></b></p> <p><b><u>Standards:</u></b></p> <p><b><u>No of posts: 1</u></b></p>	<p><b><u>Age:</u></b> 30-45 years</p> <p><b><u>Salary:</u></b> Attractive market based (Negotiable based on previous experience, additional qualification and management courses).</p> <p><b><u>Education &amp; Experience:</u></b></p> <p>18 years of education, preferably degree in management sciences with minimum 3 years of progressive experience on various management positions in public/ private sectors.</p> <p>OR</p> <p>MBBS with degree in Epidemiology / MPH/Project management or equivalent degree with minimum 3 years of experience in management specially M&amp;E.</p> <p><b><u>Skills Required:</u></b> Hands on Experience &amp; know how in management, project management in Government institutions preferably NGO's/international organization, planning, reporting, SOP/SOW framing, Policy formulation, designing projects/planning, M&amp;E framework, risk/Target mitigation. Quality assurance of desired mile stones based on software applications, Strong IT &amp; analytical skills are desirable.</p>
21	<p><b><u>Manager Licensing /</u></b></p> <p><b><u>Registration:</u></b></p> <p><b><u>No of posts: 1</u></b></p>	<p><b><u>Age:</u></b> 30-45 years</p> <p><b><u>Salary:</u></b> Attractive market based (Negotiable based on previous experience, additional qualification and management courses).</p> <p><b><u>Education &amp; Experience:</u></b></p> <p>18 years of education, preferably degree in management sciences and minimum 3 years of progressive experience on various management positions in public/ private sectors.</p> <p><b><u>SKILLS REQUIRED</u></b> Hands on Experience &amp; know how in management, team buildin , with very good communication and negotiation skills. Managing projects, planning, reporting, TOR framing, Policy formulation, risk mitigation, Health management rules /procedures/laws, Health care institutions policy &amp; procedures, licensing / registration laws &amp; procedures etc.</p>

22	<p><b>Manager Investigation / Accreditation:</b></p> <p><b>No of posts: 1</b></p>	<p><b>Age:</b> 30-45 years</p> <p><b>Salary:</b> Attractive market based/ (Negotiable based on previous experience, additional qualification and management courses).</p> <p><b>Education &amp; Experience:</b></p> <p>18 years of education, preferably degree in management sciences and minimum 3 years of progressive experience on various management especially similar positions in public/ private sectors.</p> <p><b>SKILLS REQUIRED:</b> Hands on Experience &amp; know how in management, team building , with very good communication and negotiation skills, planning, reporting, TOR framing, Policy formulation, risk mitigation, Health management rules /procedures/laws, Health care institutions policy &amp; procedures, Licensing / registration laws &amp; procedures etc.</p>
23	<p><b>Manager Services / Anti Quackery:</b></p> <p><b>No of posts: 2</b></p>	<p><b>Age:</b> 30-45 years</p> <p><b>Salary:</b> Attractive market based (Negotiable based on previous experience, additional qualification and management courses).</p> <p><b>Education &amp; Experience:</b></p> <p>18 Years of Education with Masters in Management/Social/Allied Sciences with minimum 3 years of relevant experience in health sector.</p> <p><b>SKILLS REQUIRED:</b> Hands on experience in Anti Quackery laws &amp; procedures, Public rights, legal matters and knowledge of health sector including Allopathy, Hikmat and Homeo etc.</p>
24	<p><b>Manager Information Technology (IT):</b></p> <p><b>No of posts: 1</b></p>	<p><b>Age:</b> 30-45 years</p> <p><b>Salary:</b> Attractive market based (Negotiable based on previous experience, additional qualification and management courses).</p> <p><b>Education &amp; Experience:</b></p> <p>18 years of education, preferably degree in MCS/MIT/MBIT or equivalent degree with minimum 3 years progressive experience on various IT Technical positions in public/ private sectors.</p> <p>Or 16 Years education in IT/computer science with minimum 5 years progressive experience on various IT Technical positions in public/ private sectors.</p> <p><b>SKILLS REQUIRED:</b> Hands on Experience in IT management, IT Projects preferably in Government/ Private IT Sector, planning, reporting, IT procurement, capacity building, TOR/SOP/SOW framing, and IT logistics management. Strong analytical skills, conflict management, system analysis &amp; design, IT Audit &amp; Monitoring, Team building etc. Must be well versed in IT matters &amp; technologies.</p>

25	<b>Network / System Administrator:</b>  <b>No of posts: 1</b>	<b>Age:</b> 30-40 years  <b>Salary:</b> Attractive market based (Negotiable based on previous experience, additional qualification and management courses).  <b>Education &amp; Experience:</b>  16 Years of Education with Masters in MIT / MCS/ or BS (Hon) IT with Degree in Management & minimum 3 years of experience. He/She will be responsible for Network, IT equipment, system issues, trouble shooting etc. of HCC.  <b>SKILLS REQUIRED</b> Hands on experience in Server Management, Active Directory, Roaming Profile, HW/SW Firewalls, Server / Client OS, Bandwidth management, Linux CLI mode, configurations & backup etc.
26	<b>Database Administrator:</b>  <b>No of posts: 1</b>	<b>Age:</b> 30-40 years  <b>Salary:</b> Attractive market based (Negotiable based on previous experience, additional qualification and management courses).  <b>Education &amp; Experience:</b>  16 Years of Education with Masters in MIT / MCS / MSc or BSc (Hons) in Computer Science/relevant field with minimum 3 years of relevant experience. He/She will be responsible for Databases, IT equipment, system issues, trouble shooting etc of HCC.  <b>SKILLS REQUIRED.</b> Hands on experience in Server Management, Active Directory, Roaming Profile, Bandwidth management, Linux CLI mode, configurations & backup, database development in oracle , mysql or PHP etc. Must be Oracle / PHP / MySql certified.
27	<b>GIS Specialist:</b>  <b>No of posts: 1</b>	<b>Age:</b> 30-40 years  <b>Salary:</b> Attractive market based (Negotiable based on previous experience, additional qualification and management courses).  <b>Education &amp; Experience:</b>  16 Years of Education with Masters in MIT or MCS with minimum 3 years of experience with Diploma in GIS as mandatory. He/She will be responsible for GIS activities, Network, IT equipment, system issues, trouble shooting etc. of HCC.  <b>SKILLS REQUIRED.</b> Hands on experience in Server Management, HW/SW Firewalls, Server / Client OS, Bandwidth management, Linux CLI mode, configurations & backup, Geo Referencing, Digitization, Map construction , GIS Based survey, Linear referencing, Location base services etc.
28	<b>Graphic Designer/ Web Administrator</b>  <b>No of posts: 1</b>	<b>Age:</b> 30-40 years  <b>Salary:</b> Attractive market base salary (Negotiable based on previous experience, additional qualification and management courses).  <b>Education and experience:</b> 16 years of education with master in MIT/ MCS or B.Sc. (Hons) in computer science/IT with minimum 3 years of experience. Advance diploma in designing tool such as Adobe Photoshop etc. will be preferable. He/ She will be responsible for all website related activities of Health Care Commission alongside network, IT equipment, system issues, trouble shooting etc.

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**SKILL REQUIRED.** Hands on experience in website development and Management, HW/SW Firewalls, server/client OS, Bandwidth management, Linux, CLI mode, configurations and backup, C-Panel, modern tools and scripts. Anti-Hacking methods, safety and authentication etc. Must have diploma/certificate in Graphic designing with excellent command on designing and pattern formulation. At time of interview must present a website constructed and design formulated using any graphic tools as an evidence proof.

**General guidelines:**

1. Courses/ certifications in planning/ supply chain management/ procurement/ project management/ managing projects / IT / management courses etc. will be added value.
2. Excellent communication, written, verbal and presentation skills required.
3. Excellent hands on experience on IT tools/techniques and MS project portfolio etc is mandatory.
4. Advance/ additional qualification in complementary disciplines will have extra weightage.
5. All the positions mentioned above will be for a contract period of maximum three years extendable subject to the satisfactory performance of the employees concerned.

**Amendments to these Regulations:**

These services Regulations may be amended from time to time by the commission on need basis in exercise of powers granted to the commission under section 31 of the Khyber Pakhtunkhwa Health Care Commission Act 2015. These regulations shall be integrated with Notification No. SRO 300(2)/2004/1/2000, dated the 4th April, 2009 read with the Notification No. HRA 200-E-41/3497 Dated the Peshawar 20<sup>th</sup> February 2014, of the repealed health regulatory authority. The existing three director's posts in the HRA 2009 (Services) Regulations will be substituted by the above mentioned four directors.

**KHYBER PAKHTUNKHWA GOVERNMENT GAZETTE, EXTRAORDINARY, 00<sup>th</sup> APRIL, 2016. 75A**

**KHYBER PAKHTUNKHWA HEALTH CARE COMMISSION**

Bungalow No 25-D, Circular Road University Town, Peshawar.

Phone: 091-9216922-3 Fax 091-9216921 [www.kphra.gov.pk](http://www.kphra.gov.pk)

**ANNEXURE-B:**

**ADOPTION BY THE COMMISSION, OF HEALTH CARE STANDARDS, PROCUREMENT RULES AND LAWS  
/RULES RELATED TO THE HEALTH CARE SYSTEMS**

- 1- Primary Health Care Standards approved by the Government.
- 2- Secondary Health Care Standards approved by the Government.
- 3- Tertiary Health Care Standards approved by Pakistan Standards and Quality Control Authority.
- 4- Allopathic System (Prevention of Misuse) Ordinance 1962, and rules made thereunder.
- 5- Standards and Guidelines for Blood Banks and Transfusion Services approved by Safe Blood Transfusion Program ministry of national health services regulations and coordination Govt of Pakistan.
- 6- Medical and Dental Degree Ordinance 1982.
- 7- N.W.F.P. Private medical Institutions (registration rules). 1984.
- 8- Khyber Pakhtunkhwa Public Procurement of Goods , Works and Services Rules 2013, subject to the condition that in the said rules the figure Rs. 50000/- at rule 10(a) shall be read as Rs. 100000, and that the figures Rs 50000/- up to Rs. 100000/- at rule 10(b) of the said rules shall be read as Rs. 100000-200000 and General Financial rules are hereby adopted to the extent not inconsistent with the spirit /mandate of Khyber Pakhtunkhwa Health Care Commission Act 2015.

**Amendments to these adoptions**

The system and procedures established by these laws may be amended from time to time by the Commission on need basis and where it is found that the same are not valid any more to ensure the quality of health care as envisaged in Khyber Pakhtunkhwa Health Care Commission Act 2015.

The above adoption are done to the extent that are in consonance with the spirit of Khyber Pakhtunkhwa Health Care Commission Act 2015.