**COMMITTED TO EXCELLENCE IN ACADEMICS & RESEARCH**

Services of the following position is required under our donor-funded project at Khyber Medical University, Peshawar from Pakistani citizens (Male/Female) on a temporary/ contract basis as per the given details;

|  |  |  |
| --- | --- | --- |
| **S/No** | **Position** | **Eligibility** |
| **Required Qualification & Experience** |
| 1. | **Project Manager** | Eligibility Criteria   * Age: 28– 45Yrs * MS/MPhil or equivalent qualification in business, management sciences, administration, project management or public health * Minimum 5 years in project management experience in a well-reputed organization. * Preference will be given to candidates with experience in health-related projects. * Excellent communication and interpersonal skills. * Proficiency in MS Office and digital data collection platform is a must. * Proven ability in record keeping, project Documents development, and report writing. |
| Terms of Reference   * Plan, coordinate and execute assigned research project tasks. * Lead research team to complete projects within allotted timelines and budgets. * Develop and enforce research policies and procedures. * Address project issues and escalate complex issues to management. * Perform day-to-day management of project team and address any team issues promptly. * Assist in employee recruitment, training and performance evaluation. * Act as primary contact for communications with the partner organizations. * Report project progress, status, and issues if any to senior management on regular basis. * Prepare project documentations and research reports for management review. * Work with management to prepare project plan, budget and schedules. * Conduct team meetings to discuss about project status and issues. * Monitor project progress regularly and report the same to management. |

1. Eligible candidates are required to send their CV, mentioning the position applying for, through email: oricprojects5@gmail.com within 15 days from the date of newspaper advertisement.
2. Shortlisted candidates will be called for an interview.
3. No TA/DA shall be admissible for appearing in the interview.
4. Detailed TORS can be downloaded from <https://oric.kmu.edu.pk> (in the “what’s new” tab)

**DIRECTOR ORIC**

**Khyber Medical University, Peshawar**