**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;

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| **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.
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| 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.
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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**