



**College of
Physicians and
Surgeons Pakistan**

Please send your CV
along with recent
photograph latest by
December 15, 2013
on the following
address:

**Human Resources
Department**
College of Physicians
& Surgeons Pakistan.
7th Central Street,
D.H.A. Phase-II,
Karachi.
Or email:
jobs@csp.edu.pk

JOB OPPORTUNITY AT KARACHI:

The College of Physicians and Surgeons Pakistan is a premier postgraduate medical institution in Asia since 1962.

ASSISTANT PROGRAM COORDINATOR HCSM:

The Position is responsible for assisting in coordination of Health Care Systems Management Program of the Department of Medical Education.

Key Duties and Responsibilities:

Work in close collaboration with the Director HCSM Program to:

- Manage the entire operations of healthcare systems management program including its planning, implementation, monitoring and evaluation.
- Coordinate the entire examination and assessment processes and serve as Invigilator for HCSM Program
- Manage the training material for the HCSM courses
- Supervise the direct subordinates and coordinates with the visiting faculty of HCSM program.
- Serve as faculty for the course.

Qualification:

DCPS-HCSM, MBA preferably in Healthcare Management/Masters in Public Health/M.Sc in Statistics or Epidemiology; from a reputable university.

Skills Requirement:

- Excellent Communication and Presentation Skills.
- Must have Computer Skills with Knowledge of MIS.

Experience:

Minimum two years of experience in teaching, training development and coordinating educational programs at provincial or national level.