

Assistant Manager, Paediatrics & Child Health Medical College

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Company: Aga Khan University

Location: Karachi Division

Category: other-general

Assistant Manager, Paediatrics & Child Health Entity Medical College Location Introduction

The Aga Khan University was found in 1983 as Pakistan's first private university, Aga Khan University is a not-for-profit institution and an agency of the Aga Khan Development Network. Starting in 2000, the University expanded to Kenya, Tanzania, Uganda, United Kingdom and Afghanistan. AKU began life as a health-sciences university. The Department of Paediatric and Child Health boasts a robust and distinguished academic portfolio within the region, offering a range of undergraduate programs, residencies, and fellowships, and ongoing medical education. The faculty is driven by a visionary commitment to cultivating a cadre of adept clinicians, visionary academic leaders, and scholars in the specialized realm of Paediatrics and Child Health. The department has over the decades, published research that has established the burden of disease in Pakistan, leading to national-level policy decision-making. Aga Khan University invites applications for the position of Assistant Manager in the Department of Paediatrics & Child Health. Responsibilities You will be responsible to: assist in creating goals, targets, and objectives that align with Department of Paediatrics standards monitor budgets, department fund and overall expenditures assist finance in the development and monitoring of the Department budgets, goals, strategies, volumes, and revenues assist in developing strategies aligned with the Hospital's vision/mission assist in JCIA Audit and Quality initiative project coordinate with departments such as Finance, Human Resources, Materials Management, NFSD, Facilities Management, and Bio-Medical Engineering to ensure smooth operations at the Department of Paediatrics assist with CPSP and PMDC audits and compilation of documents provide support in managing

overall administrative and operational functions of the Department of Paediatrics continuously review and improve administrative procedures / processes. Requirements You should have: a Master's degree, preferably in Business Administration, Hospital Administration or equivalent at least 3-5 years of relevant experience in healthcare & university administration operational services sound knowledge of resource management including financial management ability to analyze budget variance reports and statistical data strong supervisory, communication and interpersonal skills to lead a team good negotiation skills with knowledge of operational planning, project management and marketing proficiency in Ms Office, particularly Word, Excel and PowerPoint. To Apply You should submit your detailed CV and cover letter to human.resources@aku.edu. Please mark the subject line with position number 10042140. Only shortlisted candidates will be contacted. Applications should be submitted latest by March 10, 2024

#J-18808-Ljbffr

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- 4. Assistant Manager, Paediatrics & Child Health Medical College Jobs Karachi Division** ↗
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