

Vice President – Technical

Terms of Reference

1. Formulating technical specifications for medical devices testing equipment for all laboratories and Common Manufacturing Facilities (CMFs)
2. Technical supervision towards establishment of testing laboratory and common manufacturing facilities
3. Assessment of safety and efficacy of CMFs
4. Analysis of data/market research on costs and pricing for machinery for CMFs
5. Providing technical assistance on device & diagnostics related quality assessments
6. Undertake other assignments, which may be assigned from time to time.

Eligibility:

- Masters/Doctorate in Clinical/Biomedical/Electrical/Electronic engineering with basic qualification as graduate in Medicine/Engineering. Previous work experience in similar positions and supervisory functions of technical, procurement, administration and logistics
- Published work in the area of devices/diagnostics/clinical research/systematic reviews or meta-analysis of published studies/trials on devices/diagnostics.
- At least 10 years of post basic qualification work experience in analytical roles specializing in devices & diagnostics validation/evaluations desirable.
- Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point & Web surfing to search relevant data & documents.
- Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English.
- Demonstrated ability to work in a multi-disciplinary team environment.
- Knowledge in Health systems development desirable.
- Willingness to travel
- Age up to 50 years

Vice President – Planning

Terms of Reference

1. Formulating technical designs for medical devices testing laboratories and Common Manufacturing Facilities (CMFs)
2. Technical supervision towards establishment of testing laboratory and common manufacturing facilities
3. Assessment of safety and efficacy of structures
4. Analysis of data/market research on costs and pricing for machinery for CMFs
5. Providing technical assistance on device & diagnostics related quality assessments
6. Undertake other assignments, which may be assigned from time to time.

Eligibility:

- Masters/Doctorate in Engineering/Management/Planning with basic qualification as graduate in Clinical/Biomedical/Electrical/Electronic engineering. Previous work experience in similar positions and supervisory functions of technical, procurement, administration and logistics
- At least 10 years of previous work experience in the area of establishing systems, processes and infrastructure in healthcare/manufacturing/scientific organizations.
- Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point & Web surfing to search relevant data & documents.
- Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English.
- Demonstrated ability to work in a multi-disciplinary team environment.
- Knowledge in Health systems development desirable.
- Willingness to travel
- Age up to 50 years

Vice President – Operations

Terms of Reference

1. Monitoring and supervision of Contracts for establishment of medical devices testing laboratories and Common Manufacturing Facilities (CMFs)
2. Supervising operational work and project plans for all CMFs.
3. Ensuring timeliness of completion of all structures
4. Analysis of Contracts for Public Private data/market research on costs and pricing for machinery for CMFs
5. Providing technical assistance on device & diagnostics related quality assessments
6. Undertake other assignments, which may be assigned from time to time.

Eligibility:

- Masters/Doctorate in Engineering/Management/Planning with basic qualification as graduate in Clinical/Biomedical/Electrical/Electronic engineering. Previous work experience in similar positions and supervisory functions of technical, procurement, administration and logistics
- At least 10 years of previous work experience in the area of establishing systems, processes and infrastructure in healthcare/manufacturing/scientific organizations.
- Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point & Web surfing to search relevant data & documents.
- Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English.
- Demonstrated ability to work in a multi-disciplinary team environment.
- Knowledge in Health systems development desirable.
- Willingness to travel
- Age up to 50 years

Vice President – Human Resource and Administration

Terms of Reference

1. Formulation and supervision of human resource contracts, supervising formulation and ensuring implementation of standard operation administrative procedures
2. Supervising all HR and administration related activities of AMTZ
3. Planning appropriate training for all HR proposed for AMTZ
4. Ensuring compliance to all statutory norms including those for HR, safety of premises by all manufacturing units
5. Undertake other assignments, which may be assigned from time to time.

Eligibility:

- Masters/Doctorate in Management/Finance with basic qualification as graduate in Science/Management/engineering. Previous work experience in similar positions and supervisory functions of human resources, finances and administration
- At least 10 years of previous work experience in the area of establishing human resource and finance systems, and standard operation procedures in healthcare/manufacturing/scientific organizations.
- Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point & Web surfing to search relevant data & documents.
- Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English.
- Demonstrated ability to work in a multi-disciplinary team environment.
- Knowledge in Health systems development desirable.
- Willingness to travel
- Age up to 50 years

Vice President – Finance

Terms of Reference

1. Formulation and monitoring of financial contracts, assessment of financial statements, supervising formulation and ensuring implementation of standard operation administrative procedures
2. Lead all finance activities of AMTZ
3. Ensuring financial discipline and operational efficiency of the organization
4. Ensuring compliance to all statutory financial norms
5. Undertake other assignments, which may be assigned from time to time.

Eligibility:

- Masters/Doctorate in Management/Finance with basic qualification as graduate in Science/Management/engineering. Previous work experience in similar positions and supervisory functions of human resources, finances and administration
- At least 10 years of previous work experience in the area of establishing human resource and finance systems, and standard operation procedures in healthcare/manufacturing/scientific organizations.
- Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point & Web surfing to search relevant data & documents.
- Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English.
- Demonstrated ability to work in a multi-disciplinary team environment.
- Knowledge in Health systems development desirable.
- Willingness to travel
- Age up to 50 years

Senior Manager -Technical

Terms of Reference

1. Assisting in formulating technical specifications for medical devices testing equipment for all laboratories and Common Manufacturing Facilities (CMFs)
2. Assisting in establishment of testing laboratory and common manufacturing facilities
3. Assisting in Assessment of safety and efficacy of CMFs
4. Assisting in Analysis of data/market research on costs and pricing for machinery for CMFs
5. Assisting in technical assistance on device & diagnostics related quality assessments
6. Undertake other assignments, which may be assigned from time to time.

Eligibility:

- Graduate/Masters in Clinical/Biomedical/Electrical/Electronic/Civil engineering. Previous work experience in similar positions and supervisory functions of technical, procurement, administration and logistics
- Published work in the area of devices/diagnostics/clinical research/systematic reviews or meta-analysis of published studies/trials on devices/diagnostics.
- At least 8 years of post basic qualification work experience in analytical roles specializing in devices & diagnostics validation/evaluations desirable.
- Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point & Web surfing to search relevant data & documents.
- Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English.
- Demonstrated ability to work in a multi-disciplinary team environment.
- Knowledge in Health systems development desirable.
- Willingness to travel
- Age up to 40 years

Senior Manager -Planning

Terms of Reference

1. Assisting in Formulating technical designs for medical devices testing laboratories and Common Manufacturing Facilities (CMFs)
2. Technical assistance towards establishment of testing laboratory and common manufacturing facilities
3. Assisting in Assessment of safety and efficacy of structures
4. Assisting in Analysis of data/market research on costs and pricing for machinery for CMFs
5. Technical assistance on device & diagnostics related quality assessments
6. Undertake other assignments, which may be assigned from time to time.

Eligibility:

- Graduate/Masters in Clinical/Biomedical/Electrical/Electronic/Civil engineering. Previous work experience in similar positions and supervisory functions of technical, procurement, administration and logistics
- At least 8 years of post basic qualification work experience in the area of establishing systems, processes and infrastructure in healthcare/manufacturing/scientific organizations.
- Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point & Web surfing to search relevant data & documents.
- Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English.
- Demonstrated ability to work in a multi-disciplinary team environment.
- Knowledge in Health systems development desirable.
- Willingness to travel
- Age up to 40 years

Senior Manager - Operations

Terms of Reference

1. Assisting in Monitoring and supervision of Contracts for establishment of medical devices testing laboratories and Common Manufacturing Facilities (CMFs)
2. Assisting in operational work and project plans for all CMFs.
3. Assisting in Ensuring timeliness of completion of all structures
4. Analysis of Contracts for Public Private data/market research on costs and pricing for machinery for CMFs
5. Technical assistance on device & diagnostics related quality assessments
6. Undertake other assignments, which may be assigned from time to time.

Eligibility:

- Graduate/Masters in Clinical/Biomedical/Electrical/Electronic/Civil engineering/Management. Previous work experience in similar positions and supervisory functions of technical, procurement, administration and logistics
- At least 8 years of post basic qualification work experience in establishing systems, processes and infrastructure in healthcare/manufacturing/scientific organizations.
- Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point & Web surfing to search relevant data & documents.
- Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English.
- Demonstrated ability to work in a multi-disciplinary team environment.
- Knowledge in Health systems development desirable.
- Willingness to travel
- Age up to 40 years

Senior Manager – Human Resource & Administration

Terms of Reference

1. Providing technical assistance in formulation of human resource contracts, supervising formulation and ensuring implementation of standard operation administrative procedures
2. Providing technical assistance in all HR and administration related activities of AMTZ
3. Planning appropriate training for all HR proposed for AMTZ
4. Providing technical assistance in ensuring compliance to all statutory norms including those for HR, safety of premises by all manufacturing units
5. Undertake other assignments, which may be assigned from time to time.

Eligibility:

- Graduate/Masters in Management/Finance with basic qualification as graduate in Science/Management/engineering. Previous work experience in similar positions and supervisory functions of human resources, finances and administration
- At least 8 years of post basic qualification work experience in the area of establishing human resource and finance systems, and standard operation procedures in healthcare/manufacturing/scientific organizations.
- Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point & Web surfing to search relevant data & documents.
- Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English.
- Demonstrated ability to work in a multi-disciplinary team environment.
- Knowledge in Health systems development desirable.
- Willingness to travel
- Age up to 40 years

Senior Manager – Finance

Terms of Reference

1. Providing technical assistance in formulation and monitoring of financial contracts, assessment of financial statements, supervising formulation and ensuring implementation of standard operation administrative procedures
2. Providing technical assistance in finance management of AMTZ
3. Ensuring financial discipline and operational efficiency of the organization
4. Ensuring compliance to all statutory financial norms
5. Undertake other assignments, which may be assigned from time to time.

Eligibility:

- Graduate/Masters in Management/Finance with basic qualification as graduate in Science/Management/engineering. Previous work experience in similar positions and supervisory functions of human resources, finances and administration
- At least 8 years of post basic qualification work experience in the area of establishing finance systems, and standard operation procedures in healthcare/manufacturing/scientific organizations.
- Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point & Web surfing to search relevant data & documents. High level of proficiency in application of TALLY / other financial management software
- Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English.
- Demonstrated ability to work in a multi-disciplinary team environment.
- Knowledge in Health systems development desirable.
- Willingness to travel
- Age up to 40 years

Administrative Assistants- 5 positions

Terms of Reference

1. Formulating administrative/office orders
2. Maintaining records and files
3. Assisting in generation of files, notes, office documents
4. Assistance in upkeep of office spaces, fixing of appointments, maintaining official calendars
5. Assisting in non supervisory level office work which is of the nature of documentation
6. Undertake other assignments, which may be assigned from time to time.

Eligibility:

- Graduate/Masters in Arts/Language/Science/Commerce/Management/IT. Previous work experience in similar positions and functions of administrative support
- At least 5 years of post basic qualification work experience in the relevant area.
- Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point & Web surfing to search relevant data & documents.
- Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English.
- Demonstrated ability to work in a multi-disciplinary team environment.
- Age up to 40 years

Executive Assistant- one position

Terms of Reference

1. Providing administrative support to the office of CEO
2. Maintaining records and files
3. Assisting in generation of files, notes, office documents
4. Assistance in upkeep of office spaces, fixing of appointments, maintaining official calendars
5. Assisting in non supervisory level office work which is of the nature of documentation
6. Undertake other assignments, which may be assigned from time to time.

Eligibility:

- Masters in Arts/Language/Science/Commerce/Management/IT. Previous work experience in similar positions and functions of administrative support
- Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point & Web surfing to search relevant data & documents.
- Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English.
- Demonstrated ability to work in a multi-disciplinary team environment.
- Age up to 40 years