

### **Position Summary:**

We are seeking a skilled and compassionate **Women Medical Officer (Sialkot Based)** to join our Community Health Centre. The ideal candidate should be well versed with clinical protocols, patient management and women health issues.

### **Clinical Duties:**

1. Respond to patient's medical problems by referring to their history, carrying out diagnosis, treatment, counselling, and referral, where necessary.
2. Order lab tests and interpret the test results.
3. Always maintain confidentiality and impartiality.
4. Collect, record, and maintain sensitive patient information such as examination results, medical history, and reports.
5. Explain procedures or prescribed treatment
6. Keep up to date with medical developments, treatment, and medication.
7. Ensure follow-up and compliance of the patients
8. Conduct awareness sessions on disease prevention

### **Administrative Duties:**

1. Acting Facility In-charge in absence of Facility Manager.
2. Supervise Junior Staff and ensure compliance with regulations
3. Attend weekly and monthly meetings to ensure monitoring and evaluation of the services.
4. Maintain data record in all associated forms, EMR and files.
5. Manage demand and supplies of the clinic
6. Participate in Health department initiatives and outreach programs.

### **Eligibility Criteria:**

- MBBS from a well reputed institute recognized by Pakistan Medical & Dental Council
- One Year House Job in Public/Govt. Hospital preferably in **Gynaecology & Paediatrics**
- One Year Experience as a Medical Officer
- FCPS Part 1 clear in **Gynaecology**
- Strong attention to detail and accuracy

**Salary: PKR 100,000/-**

**Monday-Saturday 10-6 PM**