



OFFICE OF THE CHIEF EXECUTIVE OFFICER  
BLOOD TRANSFUSION AUTHORITY(BTA)  
HEALTH DEPARTMENT KHYBER PAKHTUNKHWA



Ref. No. CEO/BTA/438/2025

Date: 10.04.2025

**JOB DISCRIPTIONS**

**Job Title: Deputy Director (Technical/Hematologist)**

**Department/Authority: Khyber Pakhtunkhwa Blood Transfusion Authority (KPBTa), Peshawar.**

**Reporting to: Chief Executive Officer, KPBTa**

**Job Purpose:**

To provide expert technical leadership in hematology and transfusion medicine, ensuring that all blood-related services and establishments across the province meet the highest standards of safety, efficacy, and regulatory compliance. The role focuses on the development, implementation, and evaluation of evidence-based technical protocols and practices.

**Key Responsibilities:**

1. Lead and oversee all technical activities related to blood collection, screening, processing, storage, and distribution as part of support in accordance with national and international standards.
2. Formulate, review, and update standard operating procedures (SOPs) and technical guidelines for blood establishments.
3. Conduct technical inspections and audits of blood banks and transfusion centers where and when needed to ensure compliance with safety and quality benchmarks.
4. Provide guidance on blood transfusion practices to public and private sector blood facilities.
5. Develop a provincial quality framework for blood transfusion services.
6. Coordinate with training institutions to design and implement capacity-building programs for technical staff in blood transfusion services.

Address: Regional Blood Centre, Phase IV, Hayatabad, Peshawar.

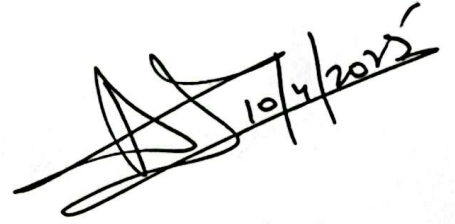
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7. Support CEO-KPBTA in formulation of technical policies, assessment reports, and strategic planning.
8. Represent the Authority in technical forums and national committees focused on transfusion medicine and laboratory standards.
9. Facilitate operational research and technical publications on transfusion science for policy and practice.

  
10/4/2025

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**Job Title: Deputy Director (Monitoring and Registration)**

**Department/Authority: Khyber Pakhtunkhwa Blood Transfusion Authority (KPBTB),  
Peshawar.**

**Reporting To: Chief Executive Officer, KPBTB**

**JOB PURPOSE:**

To ensure that all blood establishments operating in the province are registered, monitored, and evaluated in accordance with regulatory standards. This role plays a critical function in safeguarding public health by enforcing compliance, ensuring data integrity, and strengthening the overall governance of the transfusion practices.

**KEY RESPONSIBILITIES:**

1. Oversee the registration, license and relicensing processes for all public and private blood banks, blood centers, and associated entities in KP.
2. Maintain a centralized and updated registry of all licensed and operational blood establishments within the province.
3. Design and execute a comprehensive monitoring and evaluation framework for periodic performance assessments.
4. Conduct field visits and compliance inspections to verify adherence to operational, safety, and ethical standards.
5. Develop and manage digital tools for real-time monitoring and data collection on blood supply, usage, and wastage.
6. Prepare detailed inspection reports, compliance summaries, and regulatory notices as per Authority protocols.
7. Serve as the focal person for cross-verifying operational data received from district and facility-level establishments.

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8. Liaise with district health authorities, regulatory bodies, and private stakeholders to enforce blood safety legislation.
9. Identify trends, gaps, and areas of concern through evidence-based monitoring and recommend corrective actions.
10. Contribute to the Authority's transparency and accountability by ensuring timely publication of performance data and compliance outcomes.

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HEALTH DEPARTMENT KHYBER PAKHTUNKHWA**



**Job Title: Deputy Director (Operations and Licensing)**

**Department/Authority: Khyber Pakhtunkhwa Blood Transfusion Authority (KPFTA)  
Peshawar.**

**Reporting To: Chief Executive Officer, KPFTA**

**Job Purpose:**

To manage the operational framework and licensing mechanisms of the KP Blood Transfusion Authority, ensuring smooth and transparent functioning of regulatory processes. This role focuses on administrative coordination, licensing compliance, stakeholder engagement, and the streamlining of operational workflows to strengthen the province's transfusion services.

**Key Responsibilities:**

1. Oversee the end-to-end licensing process for blood banks, blood centers, and related facilities, ensuring adherence to regulatory requirements.
2. Develop licensing criteria, documentation protocols, and workflows aligned with national and provincial legislation.
3. Coordinate application review processes, site assessments, licensing and board meetings.
4. Ensure timely issuance, renewal, and revocation of licenses based on compliance and inspection findings.
5. Maintain an updated, accessible, and secure database of licensed blood establishments across the province.
6. Liaise with legal, technical, and district health teams to facilitate joint operations, especially during enforcement actions.
7. Supervise the implementation of operational policies for KPFTA's internal departments, including logistics, human resources, and administrative support.

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8. Provide operational support to provincial and district-level blood safety initiatives, ensuring alignment with Authority objectives.
9. Monitor licensing trends, process bottlenecks, and regulatory risks to propose improvements in the system.
10. Represent the Authority in licensing hearings, interdepartmental coordination meetings, and government forums related to operational management.

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HEALTH DEPARTMENT KHYBER PAKHTUNKHWA**



**Job Title: Deputy Director (Administration)**  
**Department/Authority: Khyber Pakhtunkhwa Blood Transfusion Authority (KPBT)**  
**Peshawar.**  
**Reporting To: Chief Executive Officer, KPBT**

**Job Purpose (Summary)**

- The Deputy Director – Administration will play a pivotal role in supporting the strategic and operational objectives of the Blood Transfusion Authority (BTA). This position is responsible for managing and ensuring efficient administrative operations, coordination between internal departments, supervision of support services, and effective implementation of policies and procedures. The role requires a proactive, solutions-oriented individual capable of managing diverse administrative functions in a highly regulated and service-driven environment.
- The Deputy Director – Administration will serve as a key enabler of smooth organizational functioning, contributing directly to the governance, compliance, human resource management, procurement oversight, logistics management, and facility operations of the Authority.

**Key Responsibilities**

**1. Administrative Management & Operational Support**

- Lead, supervise, and coordinate all administrative operations of BTA offices and associated facilities across the province.
- Ensure compliance with relevant government rules, regulations, and BTA policies in all administrative matters.
- Maintain and update administrative policies, procedures, and systems to support efficient service delivery.

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## **2. Human Resource & Personnel Management**

- Support the Chief Executive Officer in matters related to recruitment, staff performance management, disciplinary proceedings, and capacity-building initiatives.
- Maintain updated personnel records, leave management systems, and staff welfare initiatives.
- Facilitate staff development programs and trainings in collaboration with HR.

## **3. Financial & Procurement Oversight (Administrative Support)**

- Assist in budget preparation and expenditure tracking of administrative-related costs.
- Supervise procurement processes for office supplies, furniture, equipment, and service contracts in line with procurement rules and transparency standards.
- Ensure proper inventory and asset management systems are in place and updated.

## **4. Facility & Logistics Management**

- Oversee facility management, ensuring safe, clean, and functional office environments.
- Manage transport logistics, equipment maintenance, and administrative support for BTA staff and field operations.
- Ensure effective fleet management and vehicle log systems.

## **5. Coordination & Liaison**

- Act as a focal person for administrative coordination between BTA offices, district blood centers, and relevant health institutions.
- Liaise with government departments, partners, vendors, and stakeholders on administrative matters.
- Provide timely reports and updates to the Chief Executive Officer regarding administrative performance and challenges.

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#### **6. Governance, Compliance & Documentation**

- Ensure proper record-keeping, documentation, and archiving of administrative files, correspondences, and reports.
- Facilitate internal and external audits related to administrative functions.
- Support compliance monitoring within the administrative domain of the Authority.

#### **7. Skills & Competencies**

- Strong leadership and organizational skills with demonstrated ability to manage teams and multi-task under pressure.
- Excellent understanding of government rules, financial regulations, and procurement procedures.
- Strong written and verbal communication skills in English, Urdu, and Pashto (preferred).
- Proficiency in MS Office Suite and administrative management tools.
- High level of integrity, discretion, and commitment to service excellence.

#### **8. Personal Characteristics**

- Solution-driven and proactive mindset.
- Strong interpersonal skills with a collaborative approach.
- Ability to maintain confidentiality and handle sensitive matters with professionalism.
- Adaptable to dynamic work environments with a commitment to organizational growth.

  
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