**Build Your CAREER**

**with Us**

**Heartfile** is a non-profit NGO think tank with a focus on policy analysis and innovative solutions for improving health systems in Pakistan. We have the following vacancy for an energetic, motivated and talented Operations Follow-up Officer to serve in the Operations Department.

**Operations Follow-up Officer**

The incumbent over all role of Follow-up Officer will be assisting the Heartfile Health Financing (HHF) operations department in performing patient assistance related activities.

**Education:** Minimum of a bachelor from a recognized Institution

 **Experience:** 2 years, at least 1 year should be in a similar role in a reputable Non-Government organization handling Health financing ERP.

 **Duration:** 9 months

**Job Duties:** The candidate has to perform:

* Plan and schedule events in Heartfile Health Financing ERP
* Handle requests from hospitals and channel them.
* Perform patient follow up assessments and record patient feedback
* Collect related data and upload to project information system
* Perform any other task relating to HHF operations department

**Apply Before 23th February, 2018**



 **E-mail Your Resume at:**

HR@heartfile.org