



INDIVIDUAL CONSULTANTS REQUIRED FOR SHORT TERM CONSULTANCY

Health Information & Service Delivery Unit, Primary & Secondary Healthcare Department, Government of Punjab intends to hire services of individual consultants in Command and Control Center on short term consultancy, against the work, qualification and experience

In order to cope with the threats of SARS-COV-19 (COVID-19), Health Information and Services Delivery Unit, Primary & Secondary Healthcare Department, Government of Punjab intends to hire the services of individuals on short term consultancy, against the work, qualification as mentioned below:-

Health Information & Service Delivery Unit requires support of following individuals:

Sr. No.	Nature of Consultancy & Total Position	Eligibility Criteria
1.	Consultant (Result Compilation) (03)	Must be Graduate from HEC recognized university.
2.	Consultant (Data Entry-Portal) (03)	Must be Graduate from HEC recognized university.
3.	Consultant (Surveillance-HDU) (02)	Must be Graduate from HEC recognized university.

- The services of aforementioned individual consultants will be hired initially for the period till 31st December, 2020 through competitive process.
- Application Instruction
- The hiring/recruitments will be made strictly on merit basis in accordance with the rules and selection criteria.
- Detailed terms of Reference (TORs), experience detail and application forms are attached and available at www.pshealth.punjab.gov.pk/jobs
- Only shortlisted candidates will be called for interview.
- No TA/DA shall be admissible for appearing in the interview.
- Consultancy Fee is Negotiable.
- The application should clearly written the Nature of Consultancy applied for on one side of envelope along with Curriculum Vitae (CV), 01 passport size photograph and attested copies of all relevant documents, Copy of domicile, CNIC/Certificates/Degree.
- Late and incomplete applications will not be entertained
- The interested individual consultants having expertise in above mentioned fields may submit their CV along with supporting documents in the office of the Deputy Director Health Information & Service Delivery Unit (HISDU), Primary & Secondary Healthcare Department, 1-Birdwood Road, Lahore till 28th October, 2020 before 5:00 PM. Interviews for individual consultancy will be conducted on 29th October, 2020 at 10:00 AM.

Deputy Director

Health Information & Service Delivery Unit,
Primary & Secondary Healthcare Department Phone No. 042-99202032

Job Description/Terms of Reference/Qualification requirements for Consultant

1. Consultant (Result Compilation)

Experience: Preferably experienced however fresh candidates are also encouraged to apply.

Detailed Term of Reference (TORs)

- Responsible for Receiving and Compilation of results of reports according to the data.
- Preparing result reports as per the key performance indicators outlined for every test.
- Working with the team to reach daily target.
- Responsible for completion of any special task assigned.
- Coordination with lab staff in case of any issues.
- Files and/or retrieves lab copies of patient test reports in cabinet files and/or in computer.
- Analysis of Covid-19 trend on daily basis by preparing charts and tables
- Keeping up to date about the COVID-19 results reports and related queries of assigned division.

2. Consultant (Data Entry-Portal)

Experience: Preferably experienced however fresh candidates are also encouraged to apply.

Detailed Term of Reference (TORs)

- Responsible for Receiving and Compilation of result reports from result compilation team.
- Receiving of result reports from compilation team and arrange them generically.
- Updating results on Covid19 portal daily and working with the team to reach daily target.
- Responsible for completion of any special task assigned.
- Filing and/or retrieves lab copies of patient test reports in cabinet files and/or in computer.
- Keeping up to date about the COVID-19 reports and related queries of assigned division.
- Responsible for maintaining the COVID-19-Portal dash board and correction of false entries.

3. Consultant (Surveillance-HDU)

Experience: Fresh candidates are encouraged to apply.

Detailed Term of Reference (TORs)

- Responsible for surveillance and monitoring of High Dependency Unit.
- Responsible for identification of issues and problems of HDUs.
- Coordination with assigned staff of HDU's for better treatment of patients.
- Responsible for communicating with workers of HDU's and Isolation Wards to maintain the standards of operations.
- Coordination with network team in case of troubleshooting of CCTV Cameras issues.
- Preparing of daily log and surveillance report of assigned HDU's and Isolation wards
- Keeping up to date about the COVID-19 patient issues and related queries of assigned division.

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