



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 on short term consultancy, against the work, qualification and experience as mentioned below:-

The department has planned to augment Computerization of Primary & Secondary Healthcare Department through Health Information & Service Delivery Unit (HISDU). The main objective of the project is automation and integration of routine work of the department. Under this project automation of the department with customized software/database design will be done. This exercise will be completed by introducing Information, Communication and Technology (ICT) tools in all areas.

Health Information & Service Delivery Unit requires support of individuals with following eligibility criteria on the positions detailed below :-

Sr. No.	Nature of Consultancy & Total Positions	Eligibility Criteria
1	Consultant- Data Processor-Central (03)	ICS (second Division) or higher Secondary Certificate (Second division) from a recognized Board; and six months diploma in MS Office from a recognized institute. Note: For ICS, BCS, MCS. BCS(Hons.), MIT and BIT, 6 months diploma in MS Office is not mandatory.
2	Consultant- Data Processor-North (03)	
3	Consultant- Data Processor-South (03)	
4	Consultant- Diary Dispatch (02)	Bachelor's degree (second division) from an institute recognized by the Higher Education Commission One year post qualification experience in any reputed organization.
5	Consultant- Help Desk (03)	Bachelor's degree (second division) from a recognized institute. One year post qualification experience of in the following areas: a) Proficient in Microsoft Office b) Knowledge of web or android based data collection applications.
6	Consultant Reports / Vacancy Position – Central (03)	ICS (second Division) or higher Secondary Certificate (Second division) from a recognized Board; and six months diploma in MS Office from a recognized institute. Note: For ICS, BCS, MCS. BCS(Hons.), MIT and BIT, 6 months diploma in MS Office is not mandatory.
7	Consultant Reports / Vacancy Position – North (03)	
8	Consultant Reports / Vacancy Position – South (02)	
9	Consultant- Senior Data Processor-Central (02)	Bachelor's degree (second division) from an institute recognized by the Higher Education Commission
10	Consultant- Senior Data Processor-North (03)	One year post qualification experience in the following areas:

11	Consultant- Senior Data Processor-South (03)	<p>a)Data processing</p> <p>b)Maintaining and management of the data in Microsoft Excel;</p> <p>c)Proficient in Microsoft Office</p> <p>d)Knowledge of web or android based data collection applications.</p>
12	Consultant- Network Administrator (02)	<p>Master's degree (two years) (second division) in Telecommunication Systems / Telecommunication or Computer Science or Information Technology or Bachelor's degree (four years) (second division) in Information Technology or Telecommunications or Computer Science from a University recognized by the Higher Education Commission; and Two years post qualification experience of public sector organization in the following areas:</p> <p>(a)LAN or WAN</p> <p>(b)hardware troubleshooting ;and</p> <p>(c) managing servers, firewall, VOIP,CISCO switches or routers etc.</p>
13	Consultant-CCTV / Network Technician (02)	<p>Diploma in Associate Engineering from a university recognized by the Higher Education Commission; and one year post-qualification experience of public sector organization in the following areas;</p> <p>(a)Commissioning and installation of computer network and CCTV cameras; and</p> <p>(b)DVRs, NVRs, PTZ cameras, IP or analog or Bluetooth camera.</p>
14	Senior Consultant- Manager Network Operations Center (01)	<p>Master's degree (two years) (second division) in Computer Science or Telecommunication/Telecommunication Systems or Bachelor's degree (four years) (second division) in Telecommunication/Telecommunication System or Computer Science/ Information Technology from a University recognized by the Higher Education Commission; and Two years post qualification experience of public sector organization in the following areas:</p> <p>(a)Network operation Centre</p> <p>(b)surveillance system ;and</p> <p>(c)data center</p>
15	Senior Consultant- System Network Administrator (01)	<p>Master's degree (two years) (second division) in Computer Science or Information Technology or Telecommunication/Telecommunication Systems or Bachelor's degree (four years) (second division) in Information Technology or Telecommunication or Computer Science from a University recognized by the Higher Education Commission; and Two years post qualification experience of public sector organization in the following areas:</p>

		<p>(a) LAN or WAN</p> <p>(b) hardware troubleshooting ;and</p> <p>(c) managing servers, firewall, VOIP, CISCO switches or routers etc.</p>
16	Consultant- System Analyst (01)	<p>Master's degree (two years) (second division) in Computer Science or Bachelor's degree (four years) (second division) in Computer Science from a University Recognized by the Higher Education Commission; and Two years post qualification experience in public sector organization in following areas:</p> <p>(a) Analysis & design of data bases and software applications;</p> <p>(b) Architecture of software applications;</p> <p>(c) Process flow of existing or new software applications;</p> <p>(d) User manual of all kind of software applications and</p> <p>(e) Testing or quality assurance of software applications.</p>

- The services of aforementioned individual consultants will be hired initially for the period till 31st December, 2021 through competitive process.

Application Instructions

- The hiring/recruitments will be made strictly on merit basis in accordance with the rules and selection criteria.
- Detailed terms of Reference (TORs), job descriptions , experience detail and application forms are attached and available at <https://pshealthpunjab.gov.pk/Home/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 applicant should clearly write the Nature of Consultancy applied for on one side of envelope along with Curriculum Vitae (CV), 01 passport size photograph, attested copy of domicile, CNIC/Certificates/Degree, etc. in the office of the Deputy Director Health Information & Service Delivery Unit (HISDU), Primary & Secondary Healthcare Department, 1-Birdwood Road, Lahore till 7th June, 2021 before 5:00 PM.
- Interviews for individual consultancy will be conducted on 9th June, 2021 at 10:00 AM.
- Late and incomplete applications will not be entertained.

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 Data Processor-Central

Detailed Term of Reference (TORs)

- Operates computer to provide data
- Preparing and sorting documents for data entry
- Entering data into database software and ensure its accuracy
- Resolving discrepancies to complete documents
- Performs defined tasks as per documented instructions
- Creating data backups as part of a contingency plan
- Testing new database systems and software updates
- Prepares equipment for operations by accessing software in computer.
- Ensures operation of equipment by completing preventive maintenance requirements and tests and following manufacturer's instructions.
- Troubleshoots malfunctions.
- Continuously monitors and reacts to IT operations processing schedule.

2. Consultant Data Processor- North

Detailed Term of Reference (TORs)

- Operates computer to provide data
- Preparing and sorting documents for data entry
- Entering data into database software and ensure its accuracy
- Resolving discrepancies to complete documents
- Performs defined tasks as per documented instructions
- Creating data backups as part of a contingency plan
- Testing new database systems and software updates
- Prepares equipment for operations by accessing software in computer.
- Ensures operation of equipment by completing preventive maintenance requirements and tests and following manufacturer's instructions.
- Troubleshoots malfunctions.
- Continuously monitors and reacts to IT operations processing schedule.

3. Consultant Data Processor- South

Detailed Term of Reference (TORs)

- Operates computer to provide data
- Preparing and sorting documents for data entry
- Entering data into database software and ensure its accuracy
- Resolving discrepancies to complete documents
- Performs defined tasks as per documented instructions
- Creating data backups as part of a contingency plan
- Testing new database systems and software updates
- Prepares equipment for operations by accessing software in computer.
- Ensures operation of equipment by completing preventive maintenance requirements and tests and following manufacturer's instructions.
- Troubleshoots malfunctions.
- Continuously monitors and reacts to IT operations processing schedule.

4. Consultant Diary Dispatch

Detailed Term of Reference (TORs)

- Receives papers for dispatch.
- Checks the enclosures, if any.
- Inserts date, if the date space is blank, both on the fair copy and on the office copy.
- Separates fair copy from the office copy.
- Affixes rubber stamp 'Issued' on the office copy and puts his initial with dated under it.
- Returns the office copy to the concerned office/ Section.
- Places fair copies in the relevant compartments of the sorting rack.
- Clears compartments of sorting rack one by one and arranges letters office-wise, separating communications for local dispatch from those to be dispatched by post.

- Enters communications for local dispatch in Naib Qasid Books or challan forms for the Central Dispatch Agency.
- Passes communications and Naib Qasid Books to Naib Qasid for delivery.

5. Consultant Help Desk

Detailed Term of Reference (TORs)

- Take desk placed applications and look required checks.
- Guide visitor if any deficiency is found in the application.
- Give a unique tracking number to accepted application.
- Forward the receipts to appropriate office with message to applicant.
- Prepare sheet of all receipts and distributions on daily basis
- Respond to visitor's questions professionally, courteously and lead them to appropriate office or person.
- Perform basic data entry when needed.
- Operate and maintain help desk machines like printers, copiers and token machine.
- Maintain reception area clean and organized.
- Ensure compliance of departmental rules and regulations.

6. Consultant Reports / Vacancy Position – Central

Detailed Term of Reference (TORs)

- Keeping complete record of all sanctioned posts.
- Preparation of Position wise status of posts.
- Preparation of record of posts of each health facility.
- Keeping record of every HR working on a position.
- Updating vacancy position of each post in all health facilities.
- Updating vacancy in case of posting/transfer, retirement, death, etc.

7. Consultant Reports / Vacancy Position – North

Detailed Term of Reference (TORs)

- Keeping complete record of all sanctioned posts.
- Preparation of Position wise status of posts.
- Preparation of record of posts of each health facility.
- Keeping record of every HR working on a position.
- Updating vacancy position of each post in all health facilities.
- Updating vacancy in case of posting/transfer, retirement, death, etc.

8. Consultant Reports / Vacancy Position – South

Detailed Term of Reference (TORs)

- Keeping complete record of all sanctioned posts.
- Preparation of Position wise status of posts.
- Preparation of record of posts of each health facility.
- Keeping record of every HR working on a position.
- Updating vacancy position of each post in all health facilities.
- Updating vacancy in case of posting/transfer, retirement, death, etc.

9. Consultant Senior Data Processor-Central

- Receives and processes data collected from concerned districts of Punjab.
- Confirms vacancy position of health facility staff in concerned district.
- Maintains database by compiling and sorting information, entering new and updated data, monitoring of HRMIS system and preparation of documents by reviewing data for deficiencies
- Establishes entry priorities.
- Organizes and categorizes data.
- Resolves deficiencies by using standard procedures or returning incomplete documents to the district's team leader for resolution.
- Purges files to eliminate duplication of data.
- Secures information by completing data base backups.
- Generate weekly, monthly, quarterly and annual reports to monitor the program performance and submission of reports to Deputy Director

- Utilizes computers and other communications equipment as part of a larger data processing system
- Performs any other duties as may be assigned from time to time by the Manager Data Processing and Production

10. Consultant Senior Data Processor-North

Detailed Term of Reference (TORs)

- Receives and processes data collected from concerned districts of Punjab.
- Confirms vacancy position of health facility staff in concerned district.
- Maintains database by compiling and sorting information, entering new and updated data, monitoring of HRMIS system and preparation of documents by reviewing data for deficiencies
- Establishes entry priorities.
- Organizes and categorizes data.
- Resolves deficiencies by using standard procedures or returning incomplete documents to the district's team leader for resolution.
- Purges files to eliminate duplication of data.
- Secures information by completing data base backups.
- Generate weekly, monthly, quarterly and annual reports to monitor the program performance and submission of reports to Deputy Director
- Utilizes computers and other communications equipment as part of a larger data processing system
- Performs any other duties as may be assigned from time to time by the Manager Data Processing and Production

11. Consultant Senior Data Processor-South

Detailed Term of Reference (TORs)

- Receives and processes data collected from concerned districts of Punjab.
- Confirms vacancy position of health facility staff in concerned district.
- Maintains database by compiling and sorting information, entering new and updated data, monitoring of HRMIS system and preparation of documents by reviewing data for deficiencies
- Establishes entry priorities.
- Organizes and categorizes data.
- Resolves deficiencies by using standard procedures or returning incomplete documents to the district's team leader for resolution.
- Purges files to eliminate duplication of data.
- Secures information by completing data base backups.
- Generate weekly, monthly, quarterly and annual reports to monitor the program performance and submission of reports to Deputy Director
- Utilizes computers and other communications equipment as part of a larger data processing system
- Performs any other duties as may be assigned from time to time by the Manager Data Processing and Production

12. Consultant Network Administrator

Detailed Term of Reference (TORs)

- Installing new software
- Installing new hardware (servers, printers, computer workstations, etc.)
- Setting up user accounts, permissions and passwords
- Overseeing security of all systems, especially the internet, and installing antivirus protection.
- Secure network systems by establishing and enforcing policies, and defining and monitoring access
- support and administer firewall environments in line with IT security policy
- Fixing network faults
- Network maintenance
- Technical support for people using the network
- Training staff on new systems
- Day to day admin and monitoring of network use
- Planning future improvements, suggesting IT solutions to department problems

- Making sure all IT meets department standards
- Supervising helpdesk staff
- Monitor and evaluate CCTV storage and make sure the connectivity of cameras to work together

13. Consultant CCTV / Network Technician

Detailed Term of Reference (TORs)

- Visits sites and locations to identify the areas that need to be monitored with CCTV cameras.
- Monitor activities of all premises and procedures activities via CCTV System.
- Monitoring the activities captured on the cameras, and informing the authorities in case of suspicious activities
- Monitor special activity of some premises when required.
- Gather and compile CCTV reports and evidence.
- Do not allow unauthorized personnel to review the cameras.
- Perform monitoring tasks in line with standard operating procedures.
- Check equipment for operational readiness and conduct first line maintenance.
- To comply with the CCTV Codes of Practice, Data Protection Act, Human Rights Act and other relevant guidance at all times.
- Available for shifts as required including nights and weekend work.
- Keep day to day operation of the monitoring center safe.
- Performed duties as instructed by the Manager and undertook the allotted responsibilities
- Commissioning and installation of necessary equipment like computer network, CCTV cameras, DVRs, NVRs, etc.

14. Senior Consultant- Manager Network Operations Center

Detailed Term of Reference (TORs)

- Diagnose hardware and software problems, and replace defective components
- Perform data backups and disaster recovery operations
- Maintain and administer computer networks and related computing environments, including
- Plan, coordinate, and implement network security measures in order to protect data, software, and hardware
- Operate master consoles In order to monitor the performance of computer systems and networks, and to coordinate computer network access
- Perform routine network startup and shutdown procedures, and maintain control records
- Design, configure, and test computer hardware, networking software and operating system software
- Surveillance of fire alarm system and its maintenance
- Recommend changes to improve systems and network configurations, and determine hardware or software requirements related to such changes
- Monitor network performance in order to determine whether adjustments need to be made, and to determine where changes will need to be made in the future
- Confer with network users about how to solve existing system problems
- Install and support LANs, WANs, and network segments. Internet, and Intranet systems
- Monitor wireless access points to ensure wireless networks in operation
- Evaluate and modify system's performance by implementing anti-virus , PF sense software
- Determine network and system requirements
- Maintain integrity of the network, server deployment, and security
- Ensure network connectivity throughout a company's LAN/WAN Infrastructure is on par with technical considerations
- Assign routing protocols and routing table configuration
- Assign configuration of authentication and authorization of directory services
- Maintain network facilities in Individual machines, such as drivers and settings of personal computers as well as printers
- Maintain network servers such as file servers, VPN gateways, and intrusion detection systems
- Administer servers, desktop computers, printers, routers, switches, firewalls, phones, personal digital assistants, smartphones, software deployment, security updates and patches
- Perform other related duties as required during working hours to work together

15. Senior Consultant- System Network Administrator

Detailed Term of Reference (TORs)

- The System Network Administrator is responsible for Install, configure and support an organization's Local Area Network (LAN), Wide Area Network (WAN) and Internet system or a segment of a network system.
- Maintain network hardware and software. Monitor network to ensure network availability to all system users and perform necessary maintenance to support network availability.
- Supervise other network support and client server specialists and plan, coordinate, and implement network security measures
- Perform data backups and disaster recovery operations
- Operate master consoles in order to monitor the performance of computer systems and networks, and to coordinate computer network access and use
- Diagnose hardware and software problems, and replace defective components
- Plan, coordinate, and implement network security measures in order to protect data, software, and hardware
- New network deployment and installation of access points/CCTV cameras.
- Train staff about potential uses of existing technology
- To develop product specification for procurement of IT Equipment/ computer stationery.

16. Consultant System Analyst

Detailed Term of Reference (TORs)

- Implements computer system requirements by defining and analyzing system problems.
- Designing and testing standards and solutions of system.
- Defines application problems by conferring with clients/talking to users.
- Evaluates procedures and processes as to compatible to work flow or not.
- Develops solution by preparing and evaluating alternative workflow solutions.
- Liaison with other IT staff such as developers / programmers to produce new systems.
- Collaborates with Project Leads and IT team to resolve issues and ensuring solutions.
- Controls solution by establishing specifications and coordinating production with programmers.
- Validates results by testing programs.
- Accomplishes information systems and organization mission by completing related results as needed.
- Running training sessions and workshops on system processes
- Conducting regular reviews of systems and generating reports on efficiencies and improvement areas.