



# INDIVIDUAL CONSULTANT 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:-

Health Information & Service Delivery Unit (HISDU), Primary & Secondary Healthcare Department requires support of following individual consultants:

Sr. No.	Nature of Consultancy & Total Position	No. of Posts	Eligibility Criteria
1.	Consultant (Court matters)	02	<ul style="list-style-type: none"><li>BA, LL.B or equivalent degree from HEC recognized university.</li><li>05 years professional experience in relevant field.</li></ul>
2.	Consultant (System Network/Database Administrator)	01	<ul style="list-style-type: none"><li>MSc. Computer Science / MCS (2 Year) / MIT / BSCS (4 Year) / BSIT (4 Year) from an HEC recognized University</li><li>2 years' experience in LAN / WAN Network troubleshooting with hands on experience in Oracle, MySQL, SQL and CISCO switches &amp; routers in a reputable organization.</li></ul> <p><b>Note:</b> Oracle Certification, CCNA will be given an added advantage.</p>
3.	Consultant (Communication Cell)	03	<ul style="list-style-type: none"><li>BS (H)/B.Sc (H)/M.Sc/Masters/M.Phil/MS in Media or Communication Studies/English or equivalent qualification from HEC recognized institute.</li><li>Experience in the relevant field will be an added advantage.</li></ul>

The services of aforementioned individual consultants will be hired initially for the period till 30<sup>th</sup> June, 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), qualification, experience detail, and application forms are available at [www.pshealth.punjab.gov.pk](http://www.pshealth.punjab.gov.pk)
- Only shortlisted candidates will be called for interview
- No TA/DA shall be paid for appearing in the interview
- Consultancy Fee is Negotiable
- The application should clearly indicate 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 Project Director Health Information & Service Delivery Unit (HISDU), Primary & Secondary Healthcare Department, 1-Birdwood Road, Lahore till 19<sup>th</sup> February, 2020 before 5:00 PM. Interviews for individual consultancy will be conducted on 20<sup>th</sup> February, 2020 at 10:00 AM.

## Project 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 for Communication Cell

Implement a process that ensures positive outcomes through ongoing monitoring of progress toward Department goals by:

- Communicating with the Secretary P&SHC, regularly and as needed, to provide progress toward goals, issues, and potential risks
- Communicating with Department leaders, regularly and as needed, to provide support and reinforce accountability for specific goals and targets
- Coordinating meetings and communication, regularly scheduled and as needed, to facilitate problem-solving and collaboration
- Gathering, analyzing and providing data to stakeholders
- Monitoring development and implementation of delivery plans
- Developing, cultivating and managing relationships with Department leadership team and others throughout the system to ensure successful implementation of delivery
- Ensuring that all key stakeholders are communicated with and kept fully informed on key developments and progress toward goals
- Articulating and reinforcing the delivery message throughout the Department

### 2. Consultant for Court Matters

- To appear in all courts on behalf of the Department.
- To prepare the cases i.e. draft, replies, Para-wise comments, Reports and to prepare arguments.
- To do legal research work.
- To give opinion regarding Departmental quarries.
- To assist the Government pleaders in all courts regarding pending matters/cases on behalf of the Department.
- To give recommendations regarding the drafts of SOPs, TORs, Acts Ordinances, Rules and Regulations.
- To analyze and evaluate the Departmental Agreements with different organizations and give recommendations to give briefing to the high ups regarding the pending matters.
- To accomplish all the given task as assigned by the Authority.
- To maintain the office in workable conditions and to take all the equipment diligently.

### 3. Consultant (System Network/Database Administrator)

- Host application on IIS Windows Server 2016, Apache, XAMMP, WAMP according to the requirement of developer and make it live.
- Maintain and administer computer networks and related computing environments.
- 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
- Deploy and manage Sql Datacenter Server 2012, 2014, 2016.
- Deploy and manage Oracle Database and Linux Server.
- In case of any problem troubleshoot hosted apps and solve the issue.
- Establishing the needs of users and monitoring Database user access and security.
- Monitoring performance and managing parameters to provide fast responses to front and users.
- Installation and configuration of standalone servers and virtualizations using EXSI for applications and Databases.
- Monitor and performance tuning of databases on windows server 2014 Datacenter and Oracle Database.
- Taking Backups on daily basis and save them on Ext Drive.
- Make sure all application and database servers working smooth and systematic.
- Manage all department's Bio-Metric machines and fetch attendance record on daily behalf also backup all of these databases.