



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:-

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 high level technical support of following individuals
Consultant:

Sr. No	Nature of Consultancy
01	Consultant Recruitment Officer

The services of aforementioned individual consultants will be hired initially for the period of Six Months 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/jobs
- 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 approach the office of the Project Director Health Information & Service Delivery Unit (HISDU), Primary & Secondary Healthcare Department, 1-Birdwood Road, Lahore along with their CV and original documents and copy set of document up till **27th December, 2018 at 9:30 AM**. Interviews for individual consultancy shall be done on **27th December, 2018 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 Recruitment Officer

- Partnering with hiring managers to determine staffing needs
- Screening resumes
- Performing in-person and phone interviews with candidate
- Administering appropriate company assessments
- Performing reference and background check
- Making recommendations to as per criteria
- Coordination interviews with the hiring Management
- Following up on the interview process status
- Communicating employer information and benefits during screening process
- Staying current on the company's organization structure, personnel policy, and federal and state laws regarding employment practices
- Serving as liaison with area employment, colleges
- Completing timely reports on employment activity
- Conducting exit interviews on terminating employees
- Fulfil the complete documentation of employee personal files

Selection Criteria:

The candidate will be selected on the basis of the following competencies:

Qualification and Experience Requirements (Consultant Software Developer)

- Graduation / 14 Years education from reputed university
- Must have 04 Years Recruitment experience in public sector