



Primary & Secondary Healthcare Department

INDIVIDUAL CONSULTANTS REQUIRED FOR SHORT TERM CONSULTANCY

Reference No. SO(G)/P&SHD/1-55/2018

Primary & Secondary Healthcare Department, Government of the Punjab intends to hire the services of individual consultants on short term consultancy, against qualification and experience as mentioned below:-

Sr. No.	Nature of Consultancy	No. of Consultants	Consultancy Duration	Eligibility Criteria
01	Consultant Legal	01	06 Months	<ul style="list-style-type: none">• BA with LLB or an equivalent degree from HEC recognized university.• Minimum 10 years' professional experience in relevant field or in any public sector organization.
02	Consultant (Research & Evaluation)	02	06 Months	<ul style="list-style-type: none">• Bachelor Degree with at least 05 years of relevant professional experience with the health sector and interaction with senior level management will be preferred• Proficient in communicating messages through presentations and strong analytical skills• Preference will be given to candidates with prior experience of similar work with government organization

Terms & Conditions:-

- The hiring of short term consultancy services of Individual Consultants will be made strictly on merit basis as per selection criteria mentioned in Rule 46 of PPRA Rules, 2014.
- Detailed terms of reference (TORS), are available at www.pshealthpunjab.gov.pk/jobs
- Only shortlisted candidates will be called for interview telephonically or through SMS.
- 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 educational documents, CNIC, domicile etc.
- Late and incomplete applications will not be entertained.
- The interested individual consultant having expertise in above mentioned fields may send their applications latest by **28th September, 2021** before closing hours.
- The Department reserves right to cancel/reject any application/selection process without assigning any reason.

**SECTION OFFICER (GENERAL)
GOVERNMENT OF THE PUNJAB,
PRIMARY & SECONDARY HEALTHCARE DEPARTMENT
1-Birdwood Road, Lahore. Ph: 042-99205826**

Job Descriptions/Terms of References (TORs) for Hiring the Services of Individual Consultants

1. Consultant Legal

- To Assist Legal Advisor
- To prepare the cases i.e. draft, Replies, Para-wise Comments, Reports and to prepare arguments and to do legal research work
- To give opinion regarding Departmental quarries.
- To assist the Government pleaders in all Courts regarding pending mater/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 mattes
- To accomplish all given task as assigned by the Authority
- To maintain the office in workable conditions and to take all the equipment diligently

2. Consultant (Policy & Research)

- To assist the Secretary, P&SHD in identifying and building a guiding coalition to promote the work of Secretary's Delivery Unit.
- To work collaboratively with the department leadership team to develop strategic and implementation plans in accordance with the mission and goals of the department.
- To provide guidance on establishing leading indicators, targets, and trajectories
- To provide training and presentation on elements of delivery
- To maintain focus on system goals and ensuring all stakeholders understand how their work relates to the overall strategy and the relevant performance indicators
- To set communication with the Secretary, P&SHD, regularly and as needed, to provide progress towards goals, issues, and potentials risks
- To coordinate meetings and communication, regularly scheduled and as needed, to facilitate problem solving and collaboration
- To identify emerging problems and potential roadblocks and providing recommendations for resolution
- To gather analyzing and providing data to stakeholders
- To monitor development and implementation of delivery plans
- To develop, cultivating and managing relationships with Department leadership team and others throughout the system to ensure successful implementation of delivery
- To ensure that all key stakeholders are communicated with and kept fully informed on key developments and progress toward goals
- To articulate and reinforcing the delivery message throughout the department

Section Officer (General)
Primary & Secondary Healthcare
Department