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

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 following individual:

Sr. No.	Nature of Consultancy & Total Positions	• Eligibility Criteria
1	Senior Consultant- System Network Administrator (01)	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: (a)LAN or WAN (b)hardware troubleshooting

The services of aforementioned individual consultants will be hired initially for the period till 30th June, 2021 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 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 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 17th December, 2020 before 5:00 PM. Interviews for individual consultancy will be conducted on 18th December, 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. **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.