



EXPRESSION OF INTEREST 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:

Sr. No	Nature of Consultancy
01	Consultant Office Coordinator

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 February, 2019 at 9:30 AM**. Interviews for individual consultancy shall be done on **27th February, 2019 at 10:00 AM**.

**Project Director Health Information & Service Delivery Unit,
Primary & Secondary Healthcare Department
Phone No. 99202032**

Job Description/Terms of Reference/Qualification requirements for Consultant

1. Consultant Office Coordinator

- Follow office workflow procedures to ensure maximum efficiency
- Support other teams with various administrative tasks (redirecting calls, disseminating correspondence, scheduling meetings etc.)
- Coordination with other teams with various administrative tasks (redirecting calls, disseminating correspondence, scheduling meetings etc.)
- Follow up of Day to Day task
- Maintain files and records with effective filing systems
- Schedule meetings and appointments
- Organize the office layout
- Maintain the office condition and arrange necessary repairs
- Organize office operations and procedures
- Coordinate with IT department on all office equipment
- Coordinate with Order Generation Team & Data Collection Team and Development Team

Qualification & Experience Required (Consultant Office Coordinator)

- 14 Years education in Computer Science, Information Technology, Economics, Finance HR, Accounts, Social Science, Engineering, Development Studies, Public Policy, International Political Economy, Mathematics & Statistics or any other equivalent degree from an HEC recognized university/institute. However, any equivalent combination or education and experience sufficient to perform job duties may be considered.
- Minimum 3-year Experience in relevant field