



# 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	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>

The services of aforementioned individual consultants will be hired initially for the period of Three (03) 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](http://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 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 **20<sup>th</sup> November, 2019 before 5:00 PM.**
- Interviews for individual consultancy will be conducted on **22<sup>nd</sup> November, 2019 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 Legal

- 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.