



# INDIVIDUAL CONSULTANT REQUIRED FOR SHORT TERM CONSULTANCY

Communication Cell (HISDU), 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 established a Communication Cell of Primary & Secondary Healthcare Department through Health Information & Service Delivery Unit (HISDU). The main objective of the communication cell is to achieve a better coordination. Communication Cell requires support of following individuals:

Sr. No.	Nature of Consultancy & Total Position	No. of Posts	Eligibility Criteria
1.	Consultant	01	<ul style="list-style-type: none"><li>BS (H)/B.Sc (H)/M.Sc/Masters/M.Phil/MS in Media or Communication Studies/English or equivalent qualification from HEC recognized institute.</li><li>Experience in the relevant field will be an added advantage.</li></ul>

The services of aforementioned individual consultants will be hired initially for the period till 30<sup>th</sup> June, 2020 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](http://www.pshealth.punjab.gov.pk)
- 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 **24<sup>th</sup> February, 2020 before 5:00 PM**. Interviews for individual consultancy will be conducted on **25<sup>th</sup> February, 2020 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**

Implement a process that ensures positive outcomes through ongoing monitoring of progress toward Department goals by:

- Communicating with the Secretary P&SHC, regularly and as needed, to provide progress toward goals, issues, and potential risks
- Communicating with Department leaders, regularly and as needed, to provide support and reinforce accountability for specific goals and targets
- Coordinating meetings and communication, regularly scheduled and as needed, to facilitate problem-solving and collaboration
- Gathering, analyzing and providing data to stakeholders
- Monitoring development and implementation of delivery plans
- Developing, cultivating and managing relationships with Department leadership team and others throughout the system to ensure successful implementation of delivery
- Ensuring that all key stakeholders are communicated with and kept fully informed on key developments and progress toward goals
- Articulating and reinforcing the delivery message throughout the Department