



# INDIVIDUAL CONSULTANT REQUIRED FOR SHORT TERM CONSULTANCY

Command & Control Room, 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 Command & Control Room of Primary & Secondary Healthcare Department through Health Information & Service Delivery Unit (HISDU). The main objective of the project is monitoring of health facilities of the department. This exercise will be completed by introducing Information, Communication and Technology (ICT) tools in all areas.

Command & Control Room requires support of following individuals:

Sr. No.	Nature of Consultancy & Total Position	No. of Posts	Eligibility Criteria
1.	Consultant-ICT	02	<ul style="list-style-type: none"><li>MCS (2 Year)/ BSCS (4 Year)/BS-IT (4 Year) or equivalent from an HEC recognized University</li><li>06 months professional experience in any reputed organization.</li></ul>
2.	Consultant	01	<ul style="list-style-type: none"><li>BS (4 Year)/ Master degree in Commerce/Accounting or equivalent from an HEC recognized University</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 **23<sup>rd</sup> January, 2020 before 5:00 PM**. Interviews for individual consultancy will be conducted on **24<sup>th</sup> January, 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-ICT

- Designing ways of collecting survey and data.
- Quality checking and cleansing data.
- Interpreting statistical analysis for policy development, evaluation/monitoring, forecasting.
- Dealing with queries for a range of sub offices.
- Information requests.
- Developing statistical tools for future data collection.
- Identifying department's needs, specifying what data to be delivered, developing robust, timely methods to ensure data.
- Consulting with team and agreeing what data to collect and how it should be gathered.
- Collecting and analyzing the data.
- Interpreting the data and making sure that the right decisions are made based on the results.
- Monitoring data collected.
- Presenting results to senior managers, regulatory authorities.
- Advising policymakers on key decisions based on results

### 2. Consultant

- To handle Financial Accounts of Project
- Maintain Digital and physical records of invoices and contracts
- Identify new revenue prospects
- Working on per month salaries accounts of employees.
- Liaison with Accountant General Office & Finance Department.
- To Process & Maintain Records of Tenders Payments
- To maintain ledgers