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:-

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 individuals:

Sr. No.	Nature of Consultancy & Total Position	No. of Posts	Eligibility Criteria
1.	Consultant Software Developer for Up gradation of/Support of HRMIS	01	• MSc. Computer Science / MCS (2 Year)/ BSCS (4 Year) or equivalent from an HEC recognized University • 01 years professional experience in Software Development / Programming. • Must have experience of Oracle, ASP.Net, PHP, C # & Java based software / web application development
2.	Consultant Software Developers for development/up gradation/support of Electronic Medical Certificate (EMC)	01	• MSc. Computer Science / MCS (2 Year)/ BSCS (4 Year) or equivalent from an HEC recognized University • 01 years professional experience in Software Development / Programming. • Must have experience of Oracle, ASP.Net, PHP, C # & Java based software / web application development
3.	Consultant (Mobile Application Developer)	01	• MSc. Computer Science / MCS (2 Year) / MIT / BSCS (4 Year) or equivalent from an HEC recognized University • 01 year professional experience In Mobile Application Development for Android, HTML, IDS (Apple).
4.	Consultant Geographical Information System (GIS)	01	• Master / 16 year's education in GIS from reputed university. • Must have 05 years' experience as GIS Coordinator, or similar position with professional level experience in the design, development, implementation and administration of geographic information systems, including analysis and database development and integration.

5.	Consultant (System Network/Database Administrator)	01	• MSc. Computer Science / MCS (2 Year) / MIT / BSCS (4 Year) / BSIT (4 Year) from an HEC recognized University • 2 years' experience in LAN / WAN Network troubleshooting with hands on experience in Oracle, MySQL, SQL and CISCO switches & routers in a reputable organization. **Note:** Oracle Certification, CCNA will be given an added advantage.
6.	Consultant System Network Administrator (North Zone)	01	• MSc. Computer Science / MCS (2 Year) / MIT / BSCS (4 Year) / BSc. Electrical Engineering from an HEC recognized University • 3 years' experience in LAN / WAN Network troubleshooting with hands on experience in CISCO switches & routers in a reputable organization.
7.	Consultant (Network Support Officer)	02	• MSc. Computer Science / MCS (2 Year) / MIT / BSCS (4 Year) / BSc. Electrical Engineering from an HEC recognized University • 1 years' experience in LAN / WAN Network troubleshooting with hands on experience in CISCO switches & routers in a reputable organization.
8.	Consultant (Account Officer)	01	• 14 Years Education B. Com BA. BBA or equivalent degree/Certificate duly recognized university from HEC • 2 Year Experience in relevant Field
9.	Consultant (Office Coordinator)	02	• Must be Graduate from HEC recognized university. • Minimum 3-year Experience in relevant field

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 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 **6th June, 2019 before 5:00 PM**. Interviews for individual consultancy will be conducted on **11th June, 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 Software Developer for development/up gradation/support of Human Resource Management Information System (HRMIS)**

   - Developing existing programs by analyzing and identifying areas for modification
   - Creating technical specifications and test plans
   - Maintaining systems by monitoring and correcting software defects
   - Writing and testing code and then refining and rewriting as necessary
   - Testing the product in controlled, real situations before going live
   - Maintaining the systems once they are up and running
   - Researching designing and enhancing software program
   - Testing new programs and fault finding
   - Perform maintenance programming and correction of identified defects
   - Create, documents, and implement unit test plans, scripts, and test harnesses
   - Producing detailed specifications and writing the programmer codes
   - Perform coding to written technical specifications
   - Integrating existing software products and getting incompatible platforms to work together

2. **Consultant Software Developer for development/up gradation/support of Electronic Medical Certificate (EMC)**

   - Developing existing programs by analyzing and identifying areas for modification
   - Creating technical specifications and test plans
   - Maintaining systems by monitoring and correcting software defects
   - Writing and testing code and then refining and rewriting as necessary
   - Testing the product in controlled, real situations before going live
   - Maintaining the systems once they are up and running
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3. **Consultant (Mobile Application Developer)**

   - Mobile app developer lead the design, development and maintenance of Android and IPhone apps.
   - The developer lead the entire app Lifecycle right from concept stage until delivery and post launch support
   - Apps be mainly content based and integrated closely with the web sites
   - Acting as lead iOS and Android developer
   - Working closely with another mobile ape developer leading the other platform development
   - Deliver across the entire app life cycle -concept, design, build, deploy, test, release to app stores and support
   - Working along the web developers to create and maintain a robust framework to support the apps
   - Working with the front end developers to build the interface with focus on usability features

4. **Consultant Geographical Information System (GIS)**
- ➤ Standardizing the platform and In some cases apps to deliver across multiple brands with minimal
- ➤ Explain technologies and solutions to technical and non-technical stakeholders
- ➤ Optimizing performance for the apps

4. **Consultant Geographical Information System (GIS)**
- ➤ Managing Combined database from GIS Analysts and Developers
- ➤ Spatial Data Collection and Verification
- ➤ Spatial Data Preparation and handling
- ➤ Geo Database development and management
- ➤ Research, create and produce maps and cartographic displays
- ➤ Providing GIS support to all units, wings and sections of Primary and Secondary Healthcare Department
- ➤ Spatial Analysis and Queries Applications
- ➤ GIS Based Map Making and plotting Health Facilities distribution
- ➤ Mapping of Spatial Distribution of Disease of Every District in Punjab
- ➤ Route Planning to Collect Waste from Health Facilities for Incineration
- ➤ GIS Based Planning of EPI Coverage of Vaccinators

5. **Consultant (System Network/Database Administrator)**
- ➤ Host application on IIS Windows Server 2016, Apache, XAMMP, WAMP according to the requirement of developer and make it live.
- ➤ Maintain and administer computer networks and related computing environments.
- ➤ Monitor network performance in order to determine whether adjustments need to be made, and to determine where changes will need to be made in the future
- ➤ Deploy and manage Sql Datacenter Server 2012, 2014, 2016.
- ➤ Deploy and manage Oracle Database and Linux Server.
- ➤ In case of any problem troubleshoot hosted apps and solve the issue.
- ➤ Establishing the needs of users and monitoring Database user access and security.
- ➤ Monitoring performance and managing parameters to provide fast responses to front and users.
- ➤ Installation and configuration of standalone servers and virtualizations using EXSI for applications and Databases.
- ➤ Monitor and performance tuning of databases on windows server 2014 Datacenter and Oracle Database.
- ➤ Taking Backups on daily basis and save them on Ext Drive.
- ➤ Make sure all application and database servers working smooth and systematic.
- ➤ Manage all department's Bio-Metric machines and fetch attendance record on daily behalf also backup all of these databases.

6. **Consultant System Network Administrator (North Zone)**

- ➤ Diagnose hardware and software problems, and replace defective components
- ➤ Perform data backups and disaster recovery operations
- ➤ Maintain and administer computer networks and related computing environments, including
- ➤ Plan, coordinate, and implement network security measures in order to protect data, software, and hardware
- ➤ Operate master consoles In order to monitor the performance of computer systems and networks, and to coordinate computer network access
- ➤ Perform routine network startup and shutdown procedures, and maintain control records

- ➤ Design, configure, and test computer hardware, networking software and operating system software
- ➤ Surveillance of fire alarm system and its maintenance
- ➤ Recommend changes to improve systems and network configurations, and determine hardware or software requirements related to such changes
- ➤ Monitor network performance in order to determine whether adjustments need to be made, and to determine where changes will need to be made in the future
- ➤ Confer with network users about how to solve existing system problems
- ➤ Install and support LANs, WANs, and network segments. Internet, and Intranet systems
- ➤ Monitor wireless access points to ensure wireless networks in operation
- ➤ Evaluate and modify system's performance by implementing anti-virus , PF sense software
- ➤ Determine network and system requirements
- ➤ Maintain integrity of the network, server deployment, and security
- ➤ Ensure network connectivity throughout a company's LAN/WAN Infrastructure is on *par* with technical considerations
- ➤ Assign routing protocols and routing table configuration
- ➤ Assign configuration of authentication and authorization of directory services
- ➤ Maintain network facilities in Individual machines, such as drivers and settings of personal computers as well as printers
- ➤ Maintain network servers such as file servers, VPN gateways, and intrusion detection systems
- ➤ Administer servers, desktop computers, printers, routers, switches, firewalls, phones, personal digital assistants, smartphones, software deployment, security updates and patches Perform other related duties as required during working hours

7. **Consultant (Network Support Officer)**
- ➤ Installing new software
- ➤ Installing new hardware (servers, printers, computer workstations, etc.)
- ➤ Setting up user accounts, permissions and passwords
- ➤ Overseeing security of all systems, especially the internet, and installing antivirus protection.
- ➤ Secure network systems by establishing and enforcing policies, and defining and monitoring access
- ➤ support and administer firewall environments in line with IT security policy
- ➤ Fixing network faults
- ➤ Network maintenance
- ➤ Technical support for people using the network
- ➤ Training staff on new systems
- ➤ Day to day admin and monitoring of network use
- ➤ Planning future improvements, suggesting IT solutions to department problems
- ➤ Making sure all IT meets department standards
- ➤ Supervising helpdesk staff
- ➤ Monitor and evaluate CCTV storage and make sure the connectivity of cameras.

8. **Consultant (Account Officer)**
- ➤ 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

9.   Consultant Office Coordinator

- ➢ Scrutinize the documents of candidates
- ➢ Processing NTS result for departmental threshold
- ➢ Entering qualification marks
- ➢ Preparation of marking sheets
- ➢ Make sheets to define threshold
- ➢ Complete all the required documentation of candidates.
- ➢ Any other relevant or assigned task as may be required from time to time.