

JOB OPPORTUNITIES HIRING OF PROGRAM SUPPORT PERSONNEL

The Population Programme Wing (PPW) of Ministry of National Health Services, Regulations & Coordination, Islamabad invites applications from Pakistani Nationals for hiring of following staff on contract basis for the period of 9 months starting from 20th April 2022 till 31st December 2022 on purely temporary basis:

S.#	Position	No. of Position
1.	Programme Coordinator	01
	Total	01

2. Detailed ToRs for the above position can be accessed / downloaded from Ministry's website (<https://nhsrc.gov.pk/>)
3. Interested candidates must be registered with tax department and present in the Active Taxpayer List (ATL) of FBR.
5. Only short-listed candidates will be called for interview for which they can be asked for copies of their educational and experience certificates. No TA/DA will be paid to the candidates coming for interview.
6. Initial contract is for 09 months (20th April 2022 to 31st December 2022). The contract can be extended subject to availability of funds and satisfactory performance.
7. Interested candidates send their written application along with CVs/ profiles duly supported with copies of CNIC and ATL to the undersigned within 15 days of the publication of this advertisement latest by 18th April, 2022.

Deputy Director (P)
Population Programme Wing
Kohsar Block, 3rd Floor, Pak Secretariat, Islamabad
Ph: 051-9216291; Fax: 051-9216285

TERMS OF REFERENCE

I. POSITION INFORMATION	
Position Title	Programme Coordinator
Age	40-65 years
Qualifications	Master degree in social sciences preferably Master in Public Health, demography, sociology and Public Policy
Duty Station	Islamabad The consultant will be based at Population Programme Wing (PPW), Ministry of National Health Services, Regulations and Coordination (M/o NHSR&C) Islamabad, Pakistan.
Unit	01
Engagement Modality	Individual Consultancy Contract
Period of assignment/ services	1 st April to 31 st Dec 2022, (9-Months)
Salary Package	1,80,000 – 200,000 PKR (per Month)
II. RESPONSIBILITIES	
<p>1. Background: As per National Action Plan (2019-2025) titled Implementation of recommendations approved by the CCI regarding alarming high population growth in Pakistan, the Population Programme Wing (PPW) / Ministry of National Health Services, Regulations, and Coordination (MoNHSR&C) intends to hire the services of Programme Coordinator under the approved Annual Work Plan 2022 of UNFPA. The incumbent is required to help and support the PPW in implementation and facilitation of National Action Plan by the CCI, Federal Task Force recommendations and deliberations of Country Engagement Working Group (CEWG) and its subgroups.</p> <p>2. Scope of Work:</p> <ul style="list-style-type: none"> ▪ Provide strategic support to PPW for timely implementation of activities, framed under NAP and CCI Recommendations, across the country. ▪ Making schedules for the activities listed in the NAP to ensure timely completion of activities/ implementation in accordance with our AWP as per rules and regulations of the Government of Pakistan. ▪ Preparing monthly, quarterly and annual activity progress and financial reports and ensuring the accuracy and timely submission of these reports to the MoNHSR&C, attached departments, relevant development partners etc. ▪ Provide technical support to PPW and regional governments in organizing, upgrading, managing, and maintaining their up to end user level contraceptive stocks. ▪ Coordination with the development partners /donors, and other stakeholders, organizing regular or extraordinary team meetings in PPW and meetings and reviews with donor, partners or other stakeholders during the consultancy period to monitor and manage the progress of NAP implementation ▪ Provide technical and supportive guidance during occasional meetings of the PPW / Ministry of NHSRC. ▪ Compiling and maintaining progress reports and minutes of meetings. ▪ Developed Policy documents. ▪ To prepare presentations, briefs, concept notes, talking points, minutes of meeting, workshop reports etc. ▪ To response for Starred/unstarred National Assembly and Senate questions 	

- To coordinate and liaison for organizing meetings/workshop conducted by PPW, M/o NHR&C in collaboration with development partners and participate in planning in organizing relevant meeting, seminars and conference
- Perform other tasks, duties, and responsibilities as may be assigned from time to time.

III. Consultant Qualification & Experience

Experience required:

- At least 10-15 years of relevant professional experience in project management, programme planning & design, follow-up, report writing, monitoring and evaluation preferably in public sector. Good command and skills in health supply chain management. S/he should have good knowledge and understanding of federal and provincial health and population sectors. Work experience in Health and population sector will be an added value.

Other Skills and knowledge:

- Strong communication skills. Good ability to communicate in English
- Able to work independently or in a team.
- The desire to work in fast-paced environment.
- Proven ability to coordinate and manage complex project work with focus on population and maternal and child health.
- Exceptional organizational skills, ability to facilitate communication between various levels of management and work independently and with technical team to meet deadlines.

Language requirements:

Expert knowledge of both, Urdu and English, is required.