

**JOB OPPORTUNITIES**

**HIRING OF PROGRAM SUPPORT PERSONNEL**

The Population Programme Wing (PPW), Ministry of National Health Services, Regulations & Coordination, Islamabad invites applications from Pakistani Nationals for hiring of the following staff purely on contract basis:

S.#	Position	No. of Position
1	Senior Program Advisor	01
2	Technical Advisor (Procurement & Advocacy)	01
3	MIS Coordinator	01
4	Program Associate	01
	<b>Total</b>	<b>04</b>

- Detailed ToRs of the above given Staff can be accessed / downloaded from the Ministry's and PPRA's websites (<https://nhsrsc.gov.pk/>) and ([info@ppra.org.pk](mailto:info@ppra.org.pk)); link: [Tors\ToRs of Supporting Staff Link.docx](#)
- Interested candidates must be registered with Tax Department and their name must be on the Active Taxpayer List (AT L) of FBR.
- Only short-listed candidates will be called for interview for which their original educational and experience certificates will be required. No TA/DA will be paid to the candidates coming for interview.
- The contract period is from 01-06-2024 (or date of joining) to 31-12-2024. The contract is not extendable.
- Interested candidates may send their written applications along with CVs / profiles duly supported with copies of CNIC, ATL, and educational & experience certificates to the undersigned within 15 days of the publication of this advertisement.

**Director (P)**  
Population Program Wing  
Ministry of National Health Services, Regulations & Coordination  
3<sup>rd</sup> Floor, Kohsar Block, Pak Secretariat, Islamabad  
Phone. 051-9216284

## TORS OF SENIOR PROGRAMME ADVISOR

I. POSITION INFORMATION	
Position Title	Senior Programme Advisor
Age	40-65 years
Qualification	Master degree in social sciences preferably Master's in Public Health, Demography, Sociology and Public Policy
Duty Station	M/o NHR&C, Islamabad
Engagement Modality	Individual Consultancy Contract
Period of assignment/ services	1 <sup>st</sup> June 2024 to 31 <sup>st</sup> December 2024 (7 Months)
Salary Package	350,000 PKR Per Month (Inclusive of Tax)

Ministry of National Health Services, Regulations & Coordination, (PPW), Islamabad under Public Procurement Rules 2004, requires the services of Senior Program Advisor who is registered with FBR and present on the Active Tax Payer List (ATL).

2. The Senior Program Advisor should have the following experience:

- Must have 20 years or more of Experience in the field of Population Management, Family Planning, Reproductive Health, and MNCAH, which should include:
  - 03-year experience to encompass the senior level Program Management, Policy Advocacy, Research, Monitoring & Evaluation and Capacity Building / Training;
  - 10-year experience to design and implement research studies, surveys, program evaluations, health and population facilities assessments (HFA), qualitative and quantitative tools development, data analysis and research report writing;
  - Demonstrated skills and experience in developing training and capacity building programs in Social & Behavior Change Communication (SBCC) in the field of FP & RMNCAH;
  - Expertise in developing training manual, guides, training sessions and material for BCC, IPC and Counselling trainings in FP & RMNCAH;
  - Experience and skills in facilitating and conducting interactive trainings as a master trainer for training of trainers (TOTs) in BCC & IPC for FP & RMNCAH;
  - Work experience in strategic planning, developing policy and strategy guidelines, narratives and advocacy for strategic change in the area of FP & RMNCAH;
  - Experience in coordination, implementation, monitoring and oversight of population policy / action plan;
  - In-depth knowledge and concepts of population program, dynamics, national narrative, family planning, contraceptives, logistic management, policies & procedures;
  - Experience of working with the government and knowledge of procedures and processes would be an advantage.

3. Responsibilities: The Senior Program Advisor will perform the following duties and responsibilities:

- Execute the national action plan on population and related activities, and follow up progress on NAP and its revision, and prepare progress reports;
- Report the progress on FP 2030 commitments;
- Plan and coordinate to convene quarterly meetings of Country Engagement Working Group (CEWG) and its sub-working groups meetings;

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- Coordinate and organize the World Population Day Seminar and activities;
- Advocacy on national action plan and National Narrative;
- Conduct research on Population, FP and RMNCAH: Conduct validation of national supply chain and RH commodity security strategy;
- Prepare capacity building and training plans, implement and manage training programs;
- Assist the DG Population in strategic planning and monitoring the Program activities;
- Any other activities assigned by the Wing Chief from time to time.

4. Key Deliverables:

- Develop policies/protocols/guidelines on FP/RMNCAH related issues;
- Standardization of IEC material/curriculum/protocols/training manual / media material etc. in collaboration with Provinces;
- Coordination with all stakeholders to arrange seminar/workshop/training;
- Conduct training/awareness session for medics/paramedics/community, etc;
- Prepare reports/minutes of all meeting/events;
- Prepare news/press release and news update for media;
- Monitor and analyze data reported on CCI Web Portal / Dashboard;
- Prepare and submit monthly progress report on CCI;
- Deliverables to accomplish and submit on monthly basis.

5. Interested candidates may submit their CV / profile and following material within 15 days of the publication of this advertisement:

- Certificates of job experience in the relevant fields and sectors;
- Proof/Copies of any Published research reports (Web address, link);
- Proof of any relevant training manual or material developed (Web address, link).

6. Only short-listed candidates will be called for interview; the Ministry of NHSR&C may accept or reject the candidate as per Rule-33 of Public Procurement Rules, 2004.

- The decision of the Selection Committee will be considered final;
- The contract period is from 01-06-2024 (or date of joining) to 31-12-2024. The contract is not extendable;
- PPW, M/o NHSR&C may terminate the agreement/services of the consultant without assigning any reason. The termination shall not be challenged in any court of law.

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**TORS OF TECHNICAL ADVISOR (PROCUREMENT & ADVOCACY)**

**I. POSITION INFORMATION**

Position Title	Technical Advisor (Procurement & Advocacy)
Age	40-65 years
Qualification	Master degree in social sciences preferably Masters in Supply Chain Management, Business Administration, Public Administration, Economics, Public Health, Demography, Statistics, and Sociology.
Duty Station	M/o NHR&C, Islamabad
Engagement Modality	Individual Consultancy Contract
Period of assignment/ services	1 <sup>st</sup> June 2024 to 31 <sup>st</sup> December 2024 (7 Months)
Salary Package	300,000 PKR Per Month [Inclusive of Tax]

Ministry of National Health Services, Regulations & Coordination, (PPW), Islamabad under Public Procurement Rules 2004, requires the services of Senior Program Advisor who is registered FBR and present on the Active Tax Payer List (ATL).

**2. JOB SUMMARY:**

The Technical Advisor (Procurement & Advocacy) is responsible for assisting the Project Director of Project "National Action Plan on Population" for PC-I procurement and all other PC-I activities in accordance with the rules and regulations of PPRA, Ministry of PD&SI. The incumbent will work closely with the Project Director to implement plans, procedures, processes, and systems for all activities, In accordance with government rules and regulations.

**3. Technical Advisor (Procurement & Advocacy) should have the following experience:**

- Computer skills, MS office packages, such as Word, Excel and PowerPoint, Inventory Management Software etc.
- Must have 20 years or more of experience in the field of Public Sector Project Management, Procurement, Financial Management, and Advocacy in Family Planning & Reproductive Health, including:
  - 05-year experience to implement PC-I Project Activities' in accordance with PPRA and Ministry of PD&SI guidelines / rules;
  - Should have good knowledge of PPRA Rules, Public Financial Management Act, Tax Laws and Planning Commission guidelines for Project Activities;
  - Strong ability to fulfill workload and meet simultaneous and competing deadlines;
  - Strong analytical and organizational skills;
  - Experience of arranging workshops/ seminars for training/ awareness regarding FP/RH.

**4. Duties and Responsibilities:**

- Develop procurement plan for implementation of PC-I project activities regarding procurement of goods and services in line with the procurement policy and procedures / rules and regulations;
- Prepare bidding documents for all goods and services;
- Publicize bidding documents--Requests for Proposals (RFPs) and Invitations to Bids;
- Assist the Project Director to coordinate pre-bid meetings and provide information to bidders during the bidding process. Ensure that all bidders have access to the same information, according to all governmental rules affecting purchases, procurements guidelines and
- prepare/draft minutes of the meetings;

- Conduct the bid opening sessions, draft/prepare minutes of the meetings, ensuring that all the terms and condition of bid documents have strictly observed and get all the bids initiated by the assigned members of bid opening session;
- Arrange, coordinate and conduct the bid evaluation meetings of Central Procurement Committee and prepare minutes of the meeting;
- Prepare Project briefs and Progress Reports for Ministry of PD&SI;
- Attend Project review meetings in Ministry of NHSR&C and Ministry of PD&SI;
- Implement all other activities of the PC-1;
- Follow up of National Action Plan on Population;
- Any other duties / activities assigned by PD and Wing Chief

5. Key Deliverables:

- An appropriate PC-I implementation plan is developed and implemented on all activities of the PC-1;
- All work plans and cash plans of PC-I are developed;
- Project review reports of Project are developed and presented;
- PC-1 is revised, if required so;
- All bidding documents for all activities given in the PC-I based on technical specifications are developed;
- Yearly NIS of PC-I is prepared and forwarded;
- All matters related to preparation of Tender documents are completed;
- All matters related to award of tasks to successful bidders and preparation of payments afterwards;
- All correspondence related to PC-I is managed, responded and followed up effectively;
- All activities related to bid evaluation meetings are attended and queries are responded;
- Bid evaluation reports are drafted, prepared and reviewed on a regular basis;
- Meetings of the Grievance Redressal Committee are managed, responded and followed up effectively;
- Proper filing, documentation and reporting systems for the PC-I are established and maintained within the PPW;
- Advocacy guidelines related to policies / protocols /guidelines on FP/RMNCAH and population management matters are developed;

6. Interested candidates may forward their CV / profile and following material within 15 days of the publication of this advertisement:

- Certificates of education and job experience.

7. Only short-listed candidates will be called for interview; the Ministry of NHSR&C may accept or reject the candidate as per Rule-33 of Public Procurement Rules, 2004.

- The decision of the Selection Committee will be considered final;
- The contract period is from 01-06-2024 (or date of joining) to 31-12-2024. The contract is not extendable;
- PPW, M/o NHSR&C may terminate the agreement/services of the consultant without assigning any reason. The termination shall not be challenged in any court of law.



**TOR'S OF MIS COORDINATOR**

**1. Position Information**

Position Title	MIS Coordinator
Age	20-45 years
Qualification	Bachelor's level qualification in Computer Sciences / Software Engineering / Information Technology (IT)
Duty Station	M/o NHR&C, Islamabad
Engagement Modality	Individual Consultancy Contract
Period of assignment/ services	1 <sup>st</sup> June 2024 to 31 <sup>st</sup> December 2024 (7 Months)
Salary Package	200,000 PKR Per Month [Inclusive of Tax]

Ministry of National Health Services, Regulations & Coordination, (PPW), Islamabad under Public Procurement Rules 2004, requires the services of Senior Program Advisor who is registered with FBR and present on the Active Tax Payer List (ATL).

**2. The MIS Coordinator should have the following experience:**

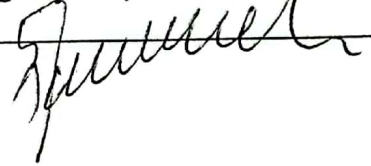
- At least five-year experience in office automation applications and management of web-based information system, including the following;
- Experience in developing reports and analysis of data;
- Experience in Managing and designing the reporting environment, including data sources, security, and metadata;
- Supporting the data warehouse in identifying and revising reporting requirements;
- Assessing tests and implementing new or upgraded software and assisting with strategic decisions on new systems;
- Generating reports from single or multiple systems;
- Training end-users on new reports and dashboards;
- Providing technical expertise in data storage structures, data mining, and data cleansing;
- Desire to work in fast-paced environment;
- Exceptional organizational skills, ability to facilitate communication between various levels of management and work independently and with technical team to meet deadlines.

**3. Scope of Work/Key deliverables. The assignment includes the following tasks:**

- Maintain and update the web portal/dashboard for all indicators of progress on National Action Plan on Population and follow up from all provinces/region to ensure timely updating of data on web portal;
- Follow up of National Action Plan on Population;
- Prepare forecasting and quantification of contraceptive commodity security on the bases of cLMIS;
- Quarterly/monthly stock out analysis of all commodities through stock management system in cLMIS;
- Interpret and analyze the existing cLMIS inventory data with reference to supply chain indicators, and any extract meaningful data for decision-making;
- Ensure Contraceptive supply and its distribution are better managed through cLMIS and a proper demand and supply distribution has been established for smooth workflow through cLMIS;

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- To prepare power point presentation for the forum like FTF, M/o Planning, CEWG and Sub Group meetings etc.;
  - Uploading of important media material/information on the websites of M/o NHR&C and PPRA regarding procurement and media projections;
  - Ensure system is operational including trouble shooting data submission errors and other issues;
  - Analyze information to recommend and plan the installation of new systems or modifications of an existing system;
  - Update website and social media pages regularly;
  - Any other task(s) assigned by Wing Chief.
4. Interested candidates may submit their CV / profile and following material within 15 days of the publication of this advertisement:
- Certificates of education and job experience
5. Only short-listed candidates will be called for interview; the Ministry of NHR&C may accept or reject the candidate as per Rule-33 of Public Procurement Rules, 2004.
- The decision of the Selection Committee will be considered final;
  - The contract period is from 01-06-2024 (or date of joining) to 31-12-2024. The contract is not extendable;
  - PPW, M/o NHR&C may terminate the agreement/services of the consultant without assigning any reason. The termination shall not be challenged in any court of law.

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**TORS OF PROGRAM ASSOCIATE**

**I. POSITION INFORMATION**

Position Title	Program Associate
Age	25-35 years
Qualification	Master / Bachelor degree (16 years of education) in Social Sciences, Population Dynamics, Demography, MPH.
Duty Station	M/o NHR&C, Islamabad
Period of assignment/ services	1 <sup>st</sup> June 2024 to 31 <sup>st</sup> December 2024 (7 Months)
Salary Package	100,000 PKR Per Month [Inclusive of Tax]

2. The Program Associate should have the following experience:

- One-year experience in research, and drafting reports, briefs, policy documents and presentations.

3. Scope of Work / Key Deliverables:

- Draft reports, prepare briefs, policy papers, vision documents, presentations and other materials;
- Participate in planning and organizing relevant meetings, seminars and conferences;
- Support for preparation of chapter of curriculum and training modules for life skills-based education and population studies;
- Coordinate with PMDC, PNC to include modules on Programs, MBBS and Nursing degree Programme, respectively;
- Follow up on National Action Plan on population;
- Any other task(s) assigned by Wing Chief.

4. Interested candidates may submit their CV / profile and following material within 15 days of the publication of this advertisement:

- Certificates of education and job experience

5. Only short-listed candidates will be called for interview; the Ministry of NHR&C may accept or reject the candidate as per Rule-33 of Public Procurement Rules, 2004:

- The decision of the Selection Committee will be considered final;
- The contract period is from 01-06-2024 (or date of joining) to 31-12-2024. The contract is not extendable;
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