



**F. No.4-3/2022-PPW-P**  
**Government of Pakistan**  
*Ministry of National Health Services,  
Regulations & Coordination*

**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 1<sup>st</sup> April 2022 till 31<sup>st</sup> December 2022 on purely temporary basis:

S.#	Position	No. of Position
1.	Programme Coordinator	01
2.	Media & Communication Officer	01
3.	IT Expert/MIS Coordinator	01
4.	Research Associates	02
	Total	05

2. Detailed ToRs for each of the above positions can be accessed / downloaded from Ministry's and PPRA websites (<https://nhsrc.gov.pk/>) or ([info@ppra.org.pk](mailto:info@ppra.org.pk)), a link: [Tors\ToRs of Supporting Staff Link.docx](#)
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 (1<sup>st</sup> April 2022 to 31<sup>st</sup> 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 7<sup>th</sup> March, 2022.

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

## TERMS OF REFERENCE

I. POSITION INFORMATION	
Position Title	Programme Coordinator
Age	30-55 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 NHR&C) Islamabad, Pakistan.
Unit	01
Engagement Modality	Individual Consultancy Contract
Period of assignment/ services	1 <sup>st</sup> April to 31 <sup>st</sup> Dec 2022, (9-Months)
Salary Package	1,80,000 – 200,000 PKR (per Month)

## II. RESPONSIBILITIES

### 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 (MoNHR&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.

### 2. Scope of Work:

- 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 MoNHR&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 NHR&C.
- 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.

## TERMS OF REFERENCE

<b>I. POSITION INFORMATION</b>	
Position Title	Media & Communication Officer
Age	25-40 years
Qualification	Master Degree in Social Sciences, Preferably Mass Communication
Duty Station	Islamabad The consultant will be based at Population Programme Wing (PPW), Ministry of National Health Services, Regulations and Coordination (M/o NHR&C) Islamabad, Pakistan.
Unit	01
Engagement Modality	Individual Consultancy Contract
Period of assignment/ services	1 <sup>st</sup> April to 31 <sup>st</sup> Dec 2022, (9-Months)
Salary Package	80,000 – 100,000 PKR per Month
<b>II. RESPONSIBILITIES</b>	
<p><b>1. Background:</b> The Population Programme Wing (PPW) / Ministry of National Health Services, Regulations, and Coordination (MoNHR&amp;C) intends to hire the services Media &amp; Communication Officer under the approved Annual Work Plan 2022 of UNFPA. The incumbent is required to help and support the PPW to develop and execute a SBCC strategy / plan communications and conduct knowledge management functions in line with National Action Plan by the CCI, Federal Task Force recommendations and Country Engagement Working Group (CEWG) and its subgroups. S/he would be responsible for showcasing and disseminating programme achievements in multiple fields.</p> <p><b>2. Scope of Work:</b></p> <ul style="list-style-type: none"><li>• Provide support to the PPW team in developing and executing media &amp; communication plan linked to NAP and CCI Recommendations.</li><li>• Play an active part in all aspects of media, communications, knowledge management and branding of the Programme, including core communications areas, such as publications and products, press releases, newsletters, media relations, editorial services, creative services etc.</li><li>• Research ideas for and contribute in organizing official events including national and international conferences, partners / private sector and government engagement events/ meetings</li><li>• Understanding and experience of government and social sector.</li><li>• Good communicator (both verbal and written)</li><li>• Expertise in content development and media management</li><li>• Organize internal communication through knowledge management</li><li>• Responsible for Dashboard website on population, social media platforms, blogs, and more</li><li>• After approval from the competent authority, share knowledge products and programme success stories internally and externally with all major stakeholders</li><li>• Remain abreast with the programme activities and accomplishments by keeping a close liaison with all technical heads and producing relevant media &amp; communication material for PPW.</li></ul>	

- Design and develop media and communication material in draft shape and submit to PPW for consideration and approval.
- Create and maintain accurate records for all communications material.
- Pre-event and post-event updates of the PPW, electronic plan with the timing, budgets, and documentation of all communications actions;
- Perform other tasks, duties, and responsibilities as may be assigned from time to time.

### **III. Consultant Qualification & Experience**

1. Experience required:

A minimum of 3-5 years of experience in the field of media & communications; experience of working with public sector organizations will be preferred

2. Other Skills and knowledge:

- i. Proficiency in MS Office and other communication software like Photoshop, Illustrator etc.
- ii. Excellent content development, writing, proofreading, editing and presentation skills
- iii. Excellent ability to analyze and synthesize information/report findings and present it using appropriate frameworks (infographics, insights, newsflashes, etc)
- iv. Passionate and self-driven with the ability to handle assignments with minimal supervision
- v. Ability to interact with and manage stakeholders at various levels
- vi. Fluency in both English and Urdu is required

## TERMS OF REFERENCE

<b>I. POSITION INFORMATION</b>	
Position Title	Information Technology (IT) Expert / MIS Coordinator
Age	25-40 years
Qualification	Bachelor's level qualification in Computer Sciences/ Software Engineering/ IT
Duty Station	Islamabad The consultant will be based at Population Programme Wing (PPW), Ministry of National Health Services, Regulations and Coordination (M/o NHR&C) Islamabad, Pakistan.
Unit	01
Engagement Modality	Individual Consultancy Contract
Period of assignment/ services	1 <sup>st</sup> April to 31 <sup>st</sup> Dec 2022, (9 Months)
Salary Package	80,000 – 100,000 PKR per Month
<b>II. RESPONSIBILITIES</b>	
<p>1. Background:</p> <p>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 (MoNHR&amp;C) intends to hire the services of an IT Expert / MIS Coordinator being part of the approved Annual Work Plan 2022 of UNFPA. The temporary services of an IT consultant are required to assist and guide the PPW for implementation of IT initiatives, planned for implementation of CCI recommendations. The incumbent is also required to provide technical support for up and running the online contraceptive Logistics Management Information System (cLMIS), maintaining and sustaining the Dashboard, ensuring Contraceptive Commodity Security and supply chain.</p> <p><b>2. Scope of Work:</b></p> <p>The assignment includes the following tasks for consultant:</p> <ul style="list-style-type: none"><li>• To maintain and update the web portal/dashboard on CCI recommendations</li><li>• To prepare forecasting and quantification of contraceptive commodity security on the bases of cLMIS.</li><li>• Data processing skills on online portal.</li><li>• To prepare power point presentation for the forum like FTF, M/o Planning Commission, CEWG and Sub Group meetings etc.</li><li>• Uploading of important media material/information on the websites of M/o NHR&amp;C and PPRA regarding procurement and media projections</li><li>• Determine and collect data from appropriate data sources according to the need and requirement of specific population programs/ projects and departments of population;</li><li>• Ensure system is operational including trouble shooting data submission errors and other issues;</li></ul>	

- Analyse information to recommend and plan the installation of new systems or modifications of an existing system.
- Assess training needs in LMIS, CCI Recommendations Dashboard, and other areas of supply chain management and in coordination with the training team, outline an ongoing training program and ensure its implementation.
- Prepare monthly, quarterly and annual technical reports
- To regularly update website and social media pages
- To assists to DG(P) and Directors PPW in IT related assignment
- Any other task(s) assigned by the supervisor

### **III. Consultant Qualification & Experience**

#### Other Skills and knowledge:

- At least 1-year experience in MS Office -Helping develop reports and analysis.
- 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.
- The 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.

#### 7. Language requirements:

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

## TERMS OF REFERENCE

I. POSITION INFORMATION	
Position Title	<b>Research Associate</b>
Age	25-30
Qualification	Minimum Bachelor's level qualification in Social Sciences, Population studies, Demography, MPH/DPH
Duty Station	Islamabad The consultant will be based at Population Wing, Ministry of National Health Services, Regulations and Coordination (MNHSR&C) Islamabad, Pakistan.
Number of Positions	01
Engagement Modality	Individual Consultancy Contract
Period of assignment/ services	1 <sup>st</sup> April to 31 <sup>st</sup> Dec 2022, 9- Months
Salary Package	40,000 – 50,000 PKR per Month (each)
II. RESPONSIBILITIES	
<p><b>1. Background:</b> 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&amp;C) intends to hire the services Two Research Associates being part of the approved Annual Work Plan 2022 of UNFPA. The incumbent is required to help and support the PPW in implementation and facilitation in approved National Action Plan by the CCI, Federal Task Force recommendations and deliberations of Country Engagement Working Group (CEWG) and its subgroups.</p>	
<p><b>2. Scope of Work:</b> The assignment includes the following tasks for consultant:</p> <ul style="list-style-type: none"><li>• To review Literature and research including data analysis</li><li>• To draft reports, briefing notes, policy papers, vision documents and other materials as required and putting together presentations</li><li>• To develop and coordinate research dissemination and follow-up activities, including providing substantive advice on the future direction of the program</li><li>• To participate in planning and organizing relevant meetings, seminars and conferences and attend those events</li><li>• To Analyse dashboard, develop relevant policy and programmatic briefs and working papers</li><li>• To prepare chapter of curriculum and training modules for health &amp; hygiene to be included at primary school level.</li><li>• To prepare chapter of curriculum and training modules for life skills-based education a population studies to be included n secondary and higher secondary school</li><li>• To prepare chapter population Dynamics in Pakistan and training modules for colleges and university level education</li><li>• To prepare population modules for services judicial Training Institutions</li></ul>	



- To coordination with PMDC, PNC to include modules on Programs, MBBS and Nursing Degree Programme, respectively.
- To assists to DG(P) and Director (P) PPW on all related assignments Any other task assigned by the supervisors

### **III. Consultant Qualification & Experience**

#### 3. Experience required:

At least 02-3 year of professional experience in Research, Information technology, Information Systems, website/portals design & development, and knowledge management or any other relevant experience.

#### Other Skills and knowledge:

- Solid research skills and experience of using data to influence policy.
- The 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.
- Partnership experience with stakeholders in the digital health ecosystem an asset

#### 4. Language requirements:

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

<b>I. POSITION INFORMATION</b>	
Position Title	<b>Research Associate</b>
Age	25-30
Qualification	Bachelor's in commerce, Development Studies Information Technically (IT), Mass Communication
Duty Station	Islamabad The consultant will be based at Population Wing, Ministry of National Health Services, Regulations and Coordination (MNHSR&C) Islamabad, Pakistan.
Number of Positions	01
Engagement Modality	Individual Consultancy Contract
Period of assignment/ services	1 <sup>st</sup> April to 31 <sup>st</sup> Dec 2022, 9- Months
Salary Package	40,000 – 50,000 PKR per Month (each)
<b>II. RESPONSIBILITIES</b>	
<p><b>1. Background:</b> 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&amp;C) intends to hire the services Two Research Associates being part of the approved Annual Work Plan 2022 of UNFPA. The incumbent is required to help and support the PPW in implementation and facilitation in approved National Action Plan by the CCI, Federal Task Force recommendations and deliberations of Country Engagement Working Group (CEWG) and its subgroups.</p> <p><b>2. Scope of Work:</b> The assignment includes the following tasks for consultant:</p> <ul style="list-style-type: none"> <li>• To draft reports, briefing notes, policy papers, vision documents and other materials as required and putting together presentations</li> <li>• To Analysis dashboard, develop relevant policy and programmatic briefs and working papers</li> <li>• To prepare chapter of curriculum and training modules for health &amp; hygiene to be included at primary school level.</li> <li>• To prepare chapter of curriculum and training modules for life skills-based education a population studies to be included n secondary and higher secondary school</li> <li>• To prepare chapter population Dynamics in Pakistan and training modules for colleges and university level education</li> <li>• To assists to DG(P) and Director (P) PPW on all related assignments Any other task assigned by the supervisors</li> <li>• To review Literature and research including data analysis</li> <li>• To develop and coordinate research dissemination and follow-up activities, including providing substantive advice on the future direction of the program</li> <li>• To participate in planning and organizing relevant meetings, seminars and conferences and attend those events</li> </ul>	

- To prepare population modules for services judicial Training Institutions
- To coordination with PMDC, PNC to include modules on Programs, MBBS and Nursing Degree Programme, respectively.

### **III. Consultant Qualification & Experience**

#### 5. Experience required:

At least 02-3 year of professional experience in Research, Information technology, Information Systems, website/portals design & development, and knowledge management or any other relevant experience.

#### Other Skills and knowledge:

- Solid research skills and experience of using data to influence policy.
- The 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.
- Partnership experience with stakeholders in the digital health ecosystem an asset

#### 6. Language requirements:

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