

TERMS OF REFERENCE (TOR) FOR INDIVIDUAL CONSULTANCY FOR PSDC, UHS

Hiring of Services of short-term Individual Consultant for projects being run under Professional Skill Development Centre, University of Health Sciences, Lahore.

Objective:

Professional Skill Development Centre (PSDC), UHS has been running various projects including service agreement between P&SHC Department, Government of Punjab and UHS to deliver various trainings across 85 THQ hospitals all over Punjab that will require trainings of approx. 45,000 Health Professionals across Punjab Province that started from 12th April, 2022 in 16 skill-based courses.

Similarly, under the directions of Honorable Lahore High Court, Lahore, the UHS and P&SHC department has been providing trainings in Certificate in Medicolegal Examination to Medical Officers, Women Medical Officers and Dental Surgeons across Punjab belong to various health care facilities to strength the medicolegal procedure in health care system in Punjab.

As the magnitude of both the tasks is quite huge hence to achieve this task, the individual consultant is expected to carry the following activities:

Duties and Responsibilities:

PSDC-UHS needs the services of an Individual Consultant in executing the following tasks:

- (a) Liaison with government departments regarding logistics and coordination for the training.
- (b) Liaison with government departments for resolving matters related to release of funds.
- (c) Verification of trainings documents being submitted for payment purposes.
- (d) Submit monthly report regarding progress on the training.
- (e) Any other, with mutual consent of the University and the Consultant.

Duration of Contract:

The duration of the contract is of Six Months. However, the contract can be terminated any time with one month notice by Competent Authority.

Duty Station:

University of Health & Sciences (City Campus) and PSDC, Jinnah Campus, KSK.

Professional Experience:

- 10 years' administrative experience in Government departments. At least 4 years experience of working as a Section Officer in Secretariat Departments. Know-how of rules and regulations and matter related to office work.
- Having experience of Consultancy in any recognized Medical Institution will be preferred.
- Preference will be given to those having higher qualification.

Qualifications:

At least Graduation from HEC recognized University.

Note:

- Salary will be according to Clause 2(ab) of PPRA Rules, 2014 (Amended) depending on experience .