

F. No.10-3/2023/PPW/P

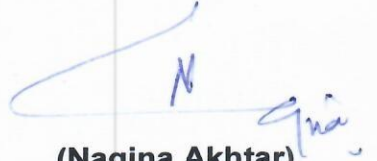
Government of Pakistan
Ministry of National Health Services Regulation & Coordination
(Population Program Wing)
Kohsar Building (3rd Floor) Pak Secretariat
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Islamabad, 28th March, 2023

Subject; - **ADVERTISEMENT FOR HIRING OF PROGRAMME SUPPORT PERSONNEL**

I am directed to enclose copy of the advertisement duly approved by Competent Authority for uploading on the websites of PPRA and M/o of NHR&C.

2. It is requested that the advertisement may kindly be uploaded on the website of the M/o of NHR&C and PPRA as per government policy, by 30th March, 2023


(Nagina Akhtar)
Deputy Director(P)

Distribution

- i. Director (IT) PPRA, G-5, Islamabad (with the request for uploading the advertisement on the website of the PPRA).
- ii. Deputy Director (IT), M/o NHR&C (with the request for uploading the advertisement on the website of the Ministry).

Copy to:

- iii. PS to DG (Population), M/o NHR&C, Islamabad.



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Government of Pakistan
Ministry of National Health Services,
Regulations & Coordination

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 following staff on contract basis for the period of 08 months starting from 1st May 2023 till 31st December 2023 on purely temporary basis:

S.#	Position	No. of Position
1.	Senior Programme Advisor	01
3.	IT Expert/MIS Coordinator	01
	Total	02

2. Detailed ToRs for each of the above positions can be accessed / downloaded from Ministry's and PPRA websites (<https://nhsrsc.gov.pk/>) or (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.

4. 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.

5. Initial contract is for 08 months (1st May 2023 to 31st December 2023). The contract can be extended subject to availability of funds and satisfactory performance.

6. Interested candidates may 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.

Deputy Director (P)
Population Programme Wing
Kohsar Block, 3rd Floor, Pak Secretariat, Islamabad
Ph: 51-9216284

TORS OF SENIOR PROGRAMME ADVISOR

I. POSITION INFORMATION	
Position Title	Senior Programme Advisor
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 st May to 31 st Dec 2023, (8-Months)
Salary Package	

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

2. The **Senior Program Advisor** should have the following qualifications and experience:
- Master degree in social sciences preferably Master in Public Health, demography, sociology and Public Policy.
 - Must have 20 years or more of Experience in the field of Population, Family Planning, Reproductive Health, MNCH and Public Health
 - Experience should encompass the senior level Program Management, Policy Advocacy, Research, Monitoring & Evaluation and Capacity Building/Training
 - At least 20 years of 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 & RMNCH
 - Expertise in developing training manual, guides, training sessions and material for BCC, IPC and Counselling trainings in FP & RMNCH
 - Experience and skills in facilitating and conducting interactive trainings as a master trainer for training of trainers (TOTs) in BCC & IPC for FP & RMNCH
 - Work experience in strategic planning, developing policy and strategy guidelines, narratives and advocacy for strategic change in the area of FP & RMNCH
 - Experience in coordination, implementation, monitoring and oversight the recommendations of National Action Plan on alarming population growth, and

preparation of the implementation status of the recommendations/ decisions of Country Engagement Working Group (CEWG), and its Sub Groups.

- Prior clinical/technical work experience in the field of FP & RMNCH would be an asset
- 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
- Maximum age limit is 55 years.

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

- To execute the national action plan on population and related activities
- Monitor implement and Report the progress under CCI action plan/FP 2030
- Plan and Coordinate to convene quarterly meetings of Country Engagement Working Group (CEWG) and sub-working groups meetings at national and sub-national level
- Coordinate and organize the World Population Day Seminar and activities
- Advocacy on CCI action plan and National Narrative:
 - Organize the sensitization session of female religious scholars on new national narrative TAWAZUN- Advocacy on National Narrative.
 - Coordinate to organize the Advocacy events/ awareness seminar with key stakeholders (media, parliamentarians, religious scholars etc.) for the implementation of recommendations of CCI to accelerate the FP Programme in AJK and GB
- Develop Emergency Obstetrics and Neonatal (EmONC) Clinical Protocols
- Conduct research on Population, FP and RMNCH: Conduct validation of national supply chain and RH commodity security strategy
- Develop Capacity building and training plans, implement and manage training programs: Conduct Capacity building of CLMIS focal points at national level on utilization of cLMIS data for decision making (Federal, GB and AJK)
- Assist the DG Population in strategic planning and monitoring the Program activities.

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.
- Record minutes of meeting.

- Prepare reports of all meeting/events.
 - Prepare news/press release and news update for media.
 - Dashboard-CCI monitoring and analysis.
 - Prepare and submit monthly progress report on CCI
 - Deliverables to accomplish and submit on monthly basis.
5. Interested candidates may forward their CV/profile and following material within 15 days of the publication of this advertisement.
- Certificates of job experience in the relevant criteria fields and sectors
 - Proof/Copies of at least two 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 NHR&C, may accept or reject the candidate as per Rule-33 of Public Procurement Rules, 2004.
- Contract is for 08 months (1st May 2023 to 31st December, 2023)
 - The contract could be extended subject to the availability of funds and satisfactory performance.
 - The decision of the Selection Committee will be considered final.
 - PPW, M/o NHR&C may terminate the agreement/services of the consultant without assignment any reason. The termination shall not be challenged in any court of law.

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Government of Pakistan

Ministry of National Health Services, Regulations & Coordination

TORS OF Information Technology (IT) Expert / MIS Coordinator

I. POSITION INFORMATION	
Position Title	Information Technology (IT) Expert / MIS Coordinator
Age	30-50 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 st May to 31 st Dec 2023, (8 Months)
Salary Package	

The Population Programme Wing (PPW) of Ministry of National Health Services, Regulations & Coordination, Islamabad invites applications from Pakistani Nationals for hiring of MIS Specialist/Consultant on contract basis for the period of 08 months starting from 1st May 2023 till 31st December 2023 on purely temporary basis:

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 an MIS Specialist/Consultant being part of the approved Annual Work Plan 2023 of UNFPA. The temporary services of an MIS Specialist/consultant are required to assist and guide the PPW for implementation of MIS 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.

Scope of Work/Key deliverables

The assignment includes the following tasks for consultant:

- To maintain and update the CCI web portal/dashboard on CCI recommendations for all indicators and follow up from all provinces/region to ensure timely updating of data on web portal
- To manage the indicators for all recommendations and sub-recommendations,

(ii)

separately for PWD, DOH and Federal level. More details on indicators in terms of data source, frequency of reporting and disaggregation must be updated in CCI web-based portal.

- To 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 must established for smooth workflow through cLMIS.
- Data processing skills on online portal.
- To prepare power point presentation for the forum like FTF, M/o Planning Commission, 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
- Look after the matters related to medical tourism website.
- Determine and collect data from appropriate data sources according to the need and requirement of specific population programs/ projects and departments of population;
- 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.
- 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 MIS related assignment
- Any other task(s) assigned by the supervisor

Other Skills and knowledge:

- At least 10-years' experience in MS Office
- At least 10 years' experience of administration and management of web based health supply chain management information systems.
- 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.
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- Interested candidates may forward their CV/profile and following material within 15 days of the publication of this advertisement.
 - Certificates of job experience in the relevant criteria fields and sectors
 - Proof/Copies of at least two Published research reports (Web address, link)
 - Proof of any relevant training manual or material developed (Web address, link)
- 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.
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