



F. No.4-3/2022-PPW
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 two (02) months starting from 1st November 2023 till 31st December 2023 on purely temporary basis:

S.#	Position	No. of Position
1.	Information Technology (IT) Expert / MIS Coordinator	01
	Total	01

- Detailed ToR's of Information Technology (IT) Expert / MIS Coordinator 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
- Interested candidates must be registered with Tax department and their name included in the Active Taxpayer List (ATL) of FBR.
- 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.
- Initial contract is for 02 months (November 2023 to December 2023). The contract can be extended subject to availability of funds and satisfactory performance.
- 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 (PPW)
Ministry of National Health Services, Regulations & Coordination
Kohsar Block, 3rd Floor, Pak Secretariat, Islamabad
Ph: 051-9216284

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TORS OF Information Technology (IT) Expert / MIS Coordinator

POSITION INFORMATION	
Position Title	Information Technology (IT) Expert / MIS Coordinator
Age	25-40 years
Qualification	Bachelor's level qualification in Computer Sciences / Software Engineering / Information Technology (IT)
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	November 2023 and December 2023 (Two Months)
Salary Package	100-150 PKR Per Month

The Population Programme Wing (PPW) of Ministry of National Health Services, Regulations & Coordination, Islamabad invites applications from Pakistani Nationals for hiring of IT Expert / MIS Coordinator on contract basis for the period of two months starting from November 2023 till 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 (Ministry of NHSR&C) intends to hire the services of an IT Expert / MIS Coordinator being part of the approved Annual Work Plan 2023. The temporary services of an IT Expert / MIS Coordinator 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 etc and other designated tasks.

Scope of Work/Key deliverables

The assignment includes the following tasks:

- 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, 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(PPW) and Directors (PPW) in MIS related assignment
- Any other task(s) assigned by the higher ups.

Other Skills and knowledge:

- At least 3-years' experience in MS Office and 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 PPW, Ministry of NHR&C, may accept or reject the candidate as per Rule-33 of Public Procurement Rules, 2004.
 - Contract is for 02 months (November 2023 to December, 2023)
 - The contract can 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 IT Expert / MIS Coordinator without assignment any reason. The termination shall not be challenged in any court of law.

