



INDIVIDUAL CONSULTANT REQUIRED FOR SHORT TERM CONSULTANCY

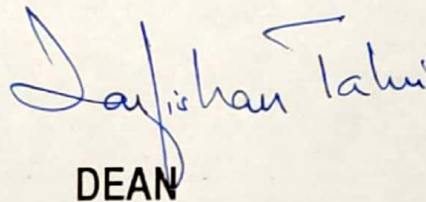
Institute of Public Health, Lahore intends to Hire service of individual consultants on short term consultancy, against the work, qualification and experience as mentioned below: -

Sr. No	Nature of Consultancy	No. of Posts	Eligibility Criteria
1.	Consultant (Senior Purchase Officer)	01	Qualification: Master or Equivalent Degree (atleast 2nd division) from HEC recognised University/ Institute, in Commerce/ Business Administration (Marketing) / Economics or MBBS. Experience: Minimum 5 years experience in purchase/ store in any public sector/ organisation.
2.	Consultant (IT)	01	Qualification: Bachelor's degree in Computer Science, Information Technology, Software Engineering, or a related degree to Computer Science. Experience: Minimum 05 years' working experience in relevant field.

The services of individual consultants will be hired for 03 months and extendable to further requirements and satisfactory performance of consultants.

Application instructions

- The hiring/recruitment/Selection will be made strictly on merit basis in accordance with the rules and selection criteria.
- Detail term of reference (TORS), qualification, experience detail, and application form are available at <https://eproc.punjab.gov.pk/ActiveTenders.aspx> and <https://iph.punjab.gov.pk>.
- Only shortlisted candidate will be called for interview.
- No TA/DA shall be paid for interview.
- The application should clearly indicate the nature of consultancy applied for one side of envelope along with curriculum Vitae (CV), 01 passport size photograph and attested copies of all relevant documents, copy of domicile, CNIC/Certificates/Degree and Rs. 500/- in cash should be deposited at the time of submission of Application.
- The interested individual consultants having expertise in above mentioned fields may submit your CV along with supporting documents in the office of the **Administrative Officer, Institute of Public Health, 06- Birdwood Road, Lahore till 24th February 2024 during office hour i.e., 08:00 AM to 02:00 PM**, Late and incomplete applications will not be entertained.

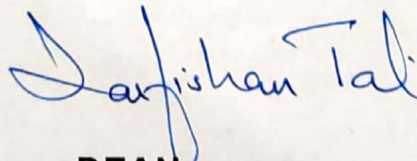


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Institute of Public Health
06-Birdwood Road, Lahore

TERMS OF REFERENCE

CONSULTANCY TYPE	CONSULTANCY TOR's
Consultant (Senior Purchase Officer)	Job Responsibilities: <ul style="list-style-type: none">• The main objective of the position of the Senior Purchase Officer is to conduct, oversee, advice and support the procurement processes.• Performing miscellaneous job-related duties as assigned.
Consultant (IT)	Job Responsibilities: <ul style="list-style-type: none">• Proficiency in networking and infrastructure deployment.• Hands-on experience with Windows Server, Desktop, OS.• Basic Knowledge of Media walls operation.• Knowledge of command-and-control center operations.• The role demands proficiency in networking, system administration, and hardware troubleshooting. 1. Coordination with Vendors: <ul style="list-style-type: none">• Collaborate with vendors for the installation of equipment, particularly for the command-and-control center.• Ensure seamless coordination to meet installation deadlines and specifications. 2. Configuration and Troubleshooting: <ul style="list-style-type: none">• Perform configuration tasks for routers and servers to optimize network performance.• Troubleshoot systems and hardware issues promptly to minimize downtime and disruptions. 3. Maintenance of Command Controlling Center: <ul style="list-style-type: none">• Oversee the maintenance activities of the command controlling center.• Implement preventive maintenance measures to ensure continuous functionality. 4. Technical Documentation: <ul style="list-style-type: none">• Generate technical documentation required for tenders related to hardware procurement.• Ensure accuracy and completeness of documentation to support procurement processes effectively. <ul style="list-style-type: none">• Performing miscellaneous job-related duties as assigned.



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