



PRIMARY & SECONDARY HEALTHCARE DEPARTMENT GOVERNMENT OF PUNJAB

CAREER OPPORUNITIES AT "PUNJAB FAMILY PLANNING PROGRAM"

Primary & Secondary Healthcare Department, Government of the Punjab, invites applications from qualified and experienced individuals as an individual consultant for a World Bank funded Project titled "PUNJAB FAMILY PLANNING PROGRAM (PFPP)" Government of the Punjab. The qualification and experience required for the posts is mentioned against each post:

Sr#	Post Name/Project Pay Scale (PPS)	Qualification	Experience & Skills
1	Program Director (01 Post) @ Salary package Rs. 1,000,000/- PM, PPS 12	Medical Doctor with postgraduate qualification in Public Health/ Medical Administration/ Health Management / equivalent.	<ul style="list-style-type: none"> At least, ten (10) years of documentary verifiable relevant experience including two years of Project Management experience for implementation of field based projects. Preference will be given to candidate having health related Program's experience. Experience of working in development projects, preferably foreign assisted projects will be preferred.
2	Additional Program Director (02 Posts) (01. Additional Director - P&SHD, 01. Additional Director P&D) @ Salary package Rs. 612,500/- PM, PPS 11	MBBS/ MD with post-graduation in health discipline (Public Health/ Health Economics/ health care management) from a foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan.	<ul style="list-style-type: none"> At least seven years of documentary verifiable relevant experience working in health projects with minimum three years of experience after acquiring post-graduation in areas described in the scope of work. The specific experience shall be in developing and implementing population and family planning/ reproductive health operations. Experience of producing/technically supporting guidelines/ training materials in health sector will be required. Experience of working in development projects, preferably foreign assisted projects will be preferred.

General Terms and Conditions:

- The salary package mentioned against each post is non-negotiable.
- Detailed TORs are available on www.pshhealth.punjab.gov.pk and World Bank website.
- Applicants already working in Government/Semi Government/Autonomous Bodies should apply through proper channel.
- Upper age limit to apply is 60 years on the last date of submission of application.
- Submission of fake documents or concealment of any fact will lead to dis-qualification of the candidate.
- Only short-listed applicants will be called for interview. The date & time of interview will be communicated through email/call/SMS by the department.
- Complete Original documents will be produced at the time of interview.
- No TA/DA will be admissible to the candidates for interview.
- Transgender are encouraged to apply.
- The Department reserves the right to reject any or all applications or cancel the whole hiring process at any stage without assigning any reasons.
- Advertisement can also be downloaded from the website of Primary & Secondary Healthcare Department www.pshhealth.punjab.gov.pk
- Expression of interest (EOI) in the name of Program Director, PFPP alongwith CV & attested copies of relevant documents (Degrees & Experience certificates) should reach the office of the Project Director PFPP on 5th Sep, 2024 positively through courier at 5-Montgomery Road Lahore / Emailed @ pms.pfp@gmail.com.

**PROGRAM DIRECTOR (PFPP)
PRIMARY & SECONDARY HEALTHCARE DEPARTMENT
5-MONTGOMERY ROAD LAHORE.**

Terms of Reference (ToRs)

Program Director (PPS-12)

Background

The Punjab Family Planning Program, funded by the World Bank, is dedicated to addressing critical gaps in family planning services in Punjab, Pakistan. Objectives of the project are;

- ✓ Improve family health with better access to quality family planning, reducing maternal risks, and enhancing child well-being.
- ✓ Expand safe family planning access, prioritizing rural and marginalized communities for economic development.
- ✓ Overcome barriers for family planning uptake, addressing social, religious, and familial opposition.
- ✓ Boost demand through varied communication channels for effective family planning services.
- ✓ Ensure sustained contraceptive use, tackling supply chain issues and reducing unintended pregnancies.
- ✓ Strengthen rural service providers for client-centered family planning services.
- ✓ Support program efficacy with evidence-based research and innovation.

Responsibilities

The Program Director is the team lead for project implementation, planning and cross sectoral coordination within the project, The World Bank, PMU and across various government departments to achieve the set objectives of the project. The incumbent will be primarily responsible for the management and supervision of the Punjab Family Planning Program (PFPP) team to achieve set goals of the program.

Scope of functions

1. Manage and coordinate project activities, from substantive, administrative, and financial points of view, applying strategic planning and systematic coordination of project activities.
2. Manage day-to-day project implementation and overall coordination of project outcomes.
3. Ensure supervision of the project personnel and ensure effective communication and coordination with the Primary & Secondary Healthcare Department (P&SHD) as well as Population Welfare Department (PWD) and relevant stakeholders.
4. Provide direction and leadership in advocating project objectives and in ensuring that all interested parties are well informed about the project activities and goals.
5. Identify any support and advice required for the management, planning and control of the Project.
6. Ensure timely preparation and compilation of work plans/progress reports/financial reports and their submission to concerned authorities

7. Ensure the quality of outputs and results with optimal monitoring mechanisms; establish effective coordination, monitoring, information sharing and reporting systems.
8. Guide and orient efforts and contributions of consultants, staff and government counterparts towards achievement of project objectives. Mobilize goods and services to initiate activities.
9. Manage Project administrative and security-related activities, and monitor financial resources and accounting to ensure the accuracy and reliability of financial reports.
10. Ensure proper professional relationships with relevant national and international partner agencies, and relevant developing programs/projects.
11. Liaise with all the other cells in Project Management Unit (PMU) to fulfill their research and analysis needs and to provide them with well-researched solutions and recommendations for process, performance, and quality improvements.
12. Assist Department in ensuring that appropriate, systematic assessments (internal and external) of the research and database management activities are carried out on a regular basis and findings are fed back to improve the effectiveness and efficiency of the activities.
13. Perform any other task required for the successful implementation of the PFPP, as assigned by the competent authority.

Qualification and professional experience

Qualifications

- Medical doctor with post graduate qualification in public health / medical administration / health management / equivalent

Experience

- At least ten years of documentary verifiable relevant experience including two years of project management experience for implementation of field based projects
- Preference will be given to candidate having Health related Program's experience
- Experience of working in development projects, preferably foreign assisted projects will be preferred

Selection Process

- The appointment will be made in accordance with the "World Bank Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services" dated July 1, 2016 (revised in November 2017 and August 2018 and November 2020).

Terms of Reference (ToRs)

Additional Program Director (PPS-11)

Background

The Punjab Family Planning Program, funded by the World Bank, is dedicated to addressing critical gaps in family planning services in Punjab, Pakistan. Objectives of the project are;

- ✓ Improve family health with better access to quality family planning, reducing maternal risks, and enhancing child well-being.
- ✓ Expand safe family planning access, prioritizing rural and marginalized communities for economic development.
- ✓ Overcome barriers for family planning uptake, addressing social, religious, and familial opposition.
- ✓ Boost demand through varied communication channels for effective family planning services.
- ✓ Ensure sustained contraceptive use, tackling supply chain issues and reducing unintended pregnancies.
- ✓ Strengthen rural service providers for client-centered family planning services.
- ✓ Support program efficacy with evidence-based research and innovation.

Scope of functions

1. Support the PD to plan, implement, manage and monitor the planned activities to achieve the objective effectively and efficiently.
2. Identify critical gaps in technical knowledge relevant to the Project and opportunities to address those gaps; facilitate the implementation of the suggested mitigation measures by producing guidance notes and providing training.
3. Carry out progress evaluations for analyzing effectiveness and efficiency of project implementation and provide recommendations for fruitful results. Provide policy advice to the component in the area of health systems reform including international comparative health perspectives.
4. Review the different performance related indicators of Pilot models of Project, in order to provide inputs for further improvement.
5. Conduct survey in the catchment area in order to track the performance of the new reforms implemented via existing structure of Department in order to devise new communication and implementation strategies.
6. Assess health status and devise strategies to mitigate the sub-optimal Family Planning Indicators (CPR etc.)
7. Represent the Project at key meetings.
8. Collaborate with other actors to support multi-sectoral approaches for improving CPR, Family Planning outcomes and strengthen country systems.

9. Perform any other task required for the successful implementation of the PFPP, as assigned by the competent authority.

Qualification and professional experience

Qualifications

- MBBS/ MD with post-graduation in health discipline (Public Health/ Health Economics/ health care management) from a foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan

Experience

- At least seven years of documentary verifiable relevant experience working in health projects with minimum three years of experience after acquiring post-graduation in areas described in the scope of work. The specific experience shall be in developing and implementing population and family planning / reproductive health operations.
- Experience of producing/technically supporting guidelines/training materials in health sector will be required.
- Experience of working in development projects, preferably foreign assisted projects will be preferred

Selection Process

The appointment will be made in accordance with the “World Bank Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services” dated July 1, 2016 (revised in November 2017 and August 2018 and November 2020).