

TERMS OF REFERENCE (TORs) FOR SHORT TERM INDIVIDUAL CONSULTANT

The hiring of Services of Short Term Individual Consultant to assist the university to develop SOP and training the staff of Human Resource department of UHS, Lahore

Objective:

- (i) To develop SOP and training the staff of Human Resource department of UHS, Lahore to process and handle procedural codal formalities, those outlined in the Esta Code of the Government of Punjab, covering aspects like recruitments leaves, disciplinary proceedings etc.
- (ii) Coordination with Source Persons to design and conduct training of the newly recruited & existing staff in the University of Health Sciences, Lahore

To achieve the above objective, the individual consultant is expected to carry out the following activities:

Duties and Responsibilities:

- (i) To develop SOP and training the staff of Human Resource department of UHS, Lahore to process and handle procedural codal formalities, those outlined in the Esta Code of the Government of Punjab, covering aspects like recruitments leaves, disciplinary proceedings etc.
- (ii) Coordination with Source Persons to design and conduct training of the newly recruited & existing staff in the University of Health Sciences, Lahore.

Duration of Contract:

The duration of the consultancy is of six months. The starting date will be upon contract signature. The duration may be varied with the approval of the Board of Governors. However, the contract can be terminated at any time with one month's notice by Competent Authority.

Duty Station:

University of Health Sciences, Lahore (Both Campuses).

Qualification:

At least 14 Years of Educational Degree B.A / B.Sc (2nd division) or Equivalent from HEC Recognized institution. The persons having higher qualification will be preferred.

Professional Experience:

At least 4 to 5 years' experience as Section Officer in Government of Punjab Secretariat Departments.

Deliverables:

- (i) To develop SOP and training the staff of Human Resource department of UHS, Lahore to process and handle procedural codal formalities, those outlined in the Esta Code of the Government of Punjab, covering aspects like recruitments leaves, disciplinary proceedings etc.
- (ii) Coordination with Source Persons to design and conduct training of the newly recruited & existing staff in the University of Health Sciences, Lahore

Note:

- Salary will be market-based depending on qualification / experience.
- Payment of professional charges will be made after monthly performance report issued by the concerned department and its approval by the Competent Authority.

