

TERMS OF REFERENCES (TORS) PPP (NODE) HEALTH DEPARTMENT

LEGAL EXPERT (BPS-18)

1		LEGAL EXPERT (BPS-18)
(i)	POSITION TITLE	Legal Expert (01 Post)
(ii)	JOB DESCRIPTION	<ul style="list-style-type: none"> Prepare framework of policies, procedures and Procurement documents as per SPPRA rules and national and international laws & regulations. Prepare tender documents, ensure that RFP and bidding documents should be in accordance with the procedures and requirements specified in the Notice Inviting Tender; Drafting/Review contracts and agreements or memorandum of understanding see to it that they comply with the legal norms. Vet and comment on specific contracts and agreements Prepare written opinions on legal and regulatory matters related to project development Review the legal risks involved in various projects. To deal with external law authorities. Any other task assigned by Director PPP Node
(iii)	QUALIFICATION	LL.B Degree from a reputable University/Institution.
(iv)	EXPERIENCE	<ul style="list-style-type: none"> Having 05Years' Experience in the Relevant Field. Five years' experience of Drafting/vetting of contracts of public sector Experience of evaluating policies or legislation and drafting written analyses and recommendations.
(v)	REQUIRED SKILLS	<ul style="list-style-type: none"> Thorough understanding of Government Policies and Procedures High competency in spoken and written English. Sound knowledge of Information technology IT/Computer Skills Good Communication Skills & Good Team Working Skills.
(vi)	AGE LIMIT	Maximum 45years

FINANCIAL EXPERT (BPS-18)

2		FINANCIAL EXPERT (BPS-18)
(i)	POSITION TITLE	Financial Expert (01 Post)
(ii)	JOB DESCRIPTION	<ul style="list-style-type: none"> Responsible for Generation of financial transaction records for collections, invoices, payments, expenses, revenues. Manage pay roll processing system including salary deposits, tax calculation, pay roll reconciliation, etc. Oversees cash management, credit management, capital expenditures, and financial planning. Determines cost of operations of PPP Projects by establishing standard costs; collecting operational data. Responsible for consolidating and analyzing budgets, identifies financial status of PPP Projects by comparing and analyzing actual results with plans and forecasts/benchmarking analyses. Monitoring variances; identifying trends; Prepare financial statements in accordance with generally accepted accounting principles (GAAP), industry practices and regulatory guidelines. Perform or assist with financial compliance and procedural audits. Protects operations by keeping financial information confidential. Monitor contingent liabilities and accounting with budgetary issues related to PPP Projects. Ensure that transfer of assets at expiry or early termination of Concession Agreements is consistent with Terms and Conditions of Concession Agreement. Identification and management of risks in PPP projects. Increases productivity by developing automated accounting applications; coordinating information requirements Elaborate the documentation including building charts from spread sheets to facilitate understanding of complex financial data. Maintains database by entering, verifying, and backing up data. Any other task assigned by Director PPP Node.
(iii)	QUALIFICATION	Master's Degree in Finance/Chartered Accountant/ ACMA/ ACCA/ CIMA/ Economics from a reputable University/ Institution.
(iv)	EXPERIENCE	<ul style="list-style-type: none"> 05 Years' Experience in the Relevant Field Experience of Project finance management preferably in Public Private Partnership (PPPs) will be asset
(v)	REQUIRED SKILLS	<ul style="list-style-type: none"> Proven ability in Financial models of data analysis/costing/ financial reporting. Knowledge of Government Financial Policies/Operations Numerical aptitude, knowledge of financial software and marketing
(vi)	AGE LIMIT	Maximum 45years

PUBLIC HEALTH SPECIALIST (BPS-18)

3		PUBLIC HEALTH SPECIALIST (BPS-18)
(i)	POSITION TITLE	Public Health Specialist (01 Post)
(ii)	JOB DESCRIPTION	<ul style="list-style-type: none"> Responsible for Public Private Partnerships (PPP) Project Management, designing, planning, execution/implementation. Support strategies and programs to accelerate Public Private Partnerships by Demonstrating knowledge and understanding of common existing health problems related to reproductive, and child health, community nutrition, infectious and chronic diseases, geriatrics, mental health, disaster medicine, and accidents, environmental, occupational etc. Demonstrated knowledge and understanding of Health Care System, Fully aware with National and International standards in the field of health care delivery, requirements and functions of primary, secondary and tertiary health facilities. Prepare and formulate technical standards, guideline and procedures for awarding contract and BID documents. Responsible for program activities under each PPP, and keep oversight on management and function of different departments in hospitals including Intensive Care Units (ICU/PICU/NICU), Emergency departments, and Cardiac care units, Medical & Surgical units, Inpatient and Outpatient services. Physician's practices, Dental services, Laboratory and Quality Control, Infection control & Hospitals Waste Management and Management of Blood Banks and attached centers (HBBBs). Responsible for Drafting scopes of works, document and manage PPP Project expectations in jointly developed MoU's and/or scopes of work and work with PPP partners to ensure all functional areas are engaged on each PPP through the project life cycle. Any other task assigned by Director PPP Node.
(iii)	QUALIFICATION	M.B.B.S and advanced University Degree (Master's degree or equivalent) in Public Health from a reputable University/ Institution.
(iv)	EXPERIENCE	Having 05Years' Experience in the Relevant Field/preferably experience in managing PPPs.
(v)	REQUIRED SKILLS	<ul style="list-style-type: none"> Thorough understanding of Health Care System, National and International standards in the field of health care delivery, functions of primary, secondary and tertiary health facilities. Demonstrated knowledge and understanding of common existing health problems related to reproductive, and child health, community nutrition; infectious and chronic diseases. Having Strong communication skills. High competency in spoken and written English. Sound knowledge of IT and communication technology.
(vi)	AGE LIMIT	Maximum 45years

PROCUREMENT SPECIALIST (BPS-18)

4		PROCUREMENT SPECIALIST (BPS-18)
(i)	POSITION TITLE	Procurement Specialist (01 Post)
(ii)	JOB DESCRIPTION	<ul style="list-style-type: none"> Identification of procurement needs, preparation of procurement plans and development of appropriate procurement strategies. Conceptualization, elaboration and implementation of procurement and contract strategy including tendering processes and evaluation, contract or appraisal, Evaluation and negotiation of offers, administration of the contract and the performance management of the contractors, legal considerations and payment conditions as well as risk assessment. Management of contracts. Identify suppliers of goods and services, Purchase goods or services that meet the quantity and quality expectations of the department. Negotiate terms with suppliers such as price, quality of goods, deadlines, expectations, etc. Monitor inventory to ensure the flow of goods remains positive.

(iii)	QUALIFICATION	<ul style="list-style-type: none"> Ensure that the supply chain needs of PPP Node Health Department are met in a timely and cost-effective manner. Liaison with the legal department to ensure any contractual obligations are favorable to the Health Department. Coordinate with finance team, technical team throughout the procurement cycle to assist with forecasting and budgeting. Regular reporting on acquisition processes using procurement process monitoring systems and mechanisms. Analyze market and delivery trends so as to develop procurement technologies and processes that support Health Department needs. Developing and issuing in vitations to bid, requests for quotation, and requests for proposals. Publishing procurement advertisements and awards and maintaining a database on procurement activities. Evaluating submissions to ensure technical compliance with the PPP project's needs and cost-effective purchase of goods and services; Ensuring all procurement actions are conducted as per SPPRA rules and regulations and the applicable national and international laws. Drafting/Review contracts and ensure that they comply with the legal norms of PPP Act 2010 and SPPRA Act 2009 amended in 2019. Prepare written opinions on legal and regulatory matters related to PPP project development. Review the legal risks involved in various PPP projects To deal with external law authorities. Any other task assigned by Director PPP Node.
(iv)	EXPERIENCE	<ul style="list-style-type: none"> Having 05 years' experience in relevant field in public/ Private sector. Experience of Contract management, evaluating policies or legislation and drafting written analysis and recommendations. Able to travel to meet vendors and suppliers as necessary
(v)	REQUIRED SKILLS	<ul style="list-style-type: none"> Thorough understanding of Government Policies and Procedures. Sound knowledge of inventory tracking and ordering processes and familiar with various Supply chain software & software used to manage inventory. Strong command on drafting contract/legal documents. Sound knowledge of Information Technology/Microsoft Office applications. Candidates must have good communication skills & good team working and problem solving skills.
(vi)	AGE LIMIT	Maximum 45 years

(iii)	QUALIFICATION	Master's in Public Procurement/MBA in Supply Chain Management.
(iv)	EXPERIENCE	<ul style="list-style-type: none"> Having 05 years' experience in relevant field in public/ Private sector. Experience of Contract management, evaluating policies or legislation and drafting written analysis and recommendations. Able to travel to meet vendors and suppliers as necessary
(v)	REQUIRED SKILLS	<ul style="list-style-type: none"> Thorough understanding of Government Policies and Procedures. Sound knowledge of inventory tracking and ordering processes and familiar with various Supply chain software & software used to manage inventory. Strong command on drafting contract/legal documents. Sound knowledge of Information Technology/Microsoft Office applications. Candidates must have good communication skills & good team working and problem solving skills.
(vi)	AGE LIMIT	Maximum 45 years

OFFICE ASSISTANT (BPS-16)

5		OFFICE ASSISTANT (BPS-16)
(i)	POSITION TITLE	Office Assistant (01 post)
(ii)	JOB DESCRIPTION	<ul style="list-style-type: none"> Organize office and facilitate associates/co-workers in ways that optimize procedures. Resolve office-related malfunctions and respond to requests or issues. Coordinate with other departments to ensure compliance with established policies. Maintain trusting relationships with suppliers Sort and distribute communications in a timely manner. Create and update all PPP projects records ensuring accuracy and validity of information. Schedule and plan meetings and appointments with PPP Partners, Government officials and other stakeholders. Monitor level of supplies and handle shortages Perform receptionist duties when needed. Manage Supporting staff and their duties. Any other task assigned by Director PPP Node.
(iii)	QUALIFICATION	Graduate at least in second division from a recognized university with Diploma in Information Technology / Computer Science from any institute recognized by Sindh Board of Technical Education.
(iv)	EXPERIENCE	Having at least two (02) years' relevant experience in Government/Private organization.
(v)	REQUIRED SKILLS	<ul style="list-style-type: none"> Thorough understanding of office management procedures. Knowledge of Government Policies/ Operations. Excellent organizational and time management skills. Analytical abilities and aptitude in problem-solving. Strong interpersonal skills, basic skills of drafting, typing and communication. Proficiency in MS Office. Ability to work under pressure with consistent excellent results.
(vi)	AGE LIMIT	21-28 years

VACANCY ANNOUNCEMENT (AUTOMATION)

S. No.	Name of Post	No. of Post	Eligibility Required
1.	Project Director (BS-20)	01	<ul style="list-style-type: none"> Age up to 55 years. BE/BS Computer Science or related Software/ Computer Engineering. Preference will be given to the candidates having MBA in addition. More than 15 years of post-qualification relevant experience. Project Experience on enterprise level projects. Excellent communication skills. Experience in public/private procurement and effective vendor management.
2.	Manager Systems & Networks (BS-19)	01	<ul style="list-style-type: none"> Age up to 50 years. BE/BS Electrical/Electronics or related computer networks/System Engineering. Cisco/Linux/Window/Virtualization/SNMP hands-on skills. At least 12 years relevant experience.
3.	Data Analyst & Reporting Officer (BS-17)	03	<ul style="list-style-type: none"> Age up to 35 years. BE/BS computer Science or related Software/ Computer Engineering. Expert in SOL.Excel, Dashboards/Reporting Applications Development. At least 3 years relevant experience.
4.	Assistant Manager Database (BS-17)	01	<ul style="list-style-type: none"> Age up to 35 years. BE/BS Computer Science or related Software/ Computer Engineering. Expert in SOL, Database, Administration, Oracle in mySQL.DB2 At least 3 years relevant experience.
5.	Assistant Manager Admin & Accounts (BS-17)	01	<ul style="list-style-type: none"> Age up to 40 years. Minimum Masters in Finance/Accounting. At least 3 years relevant experience. Experience dealing Accounts of public sector projects will be preferred.
6.	Coordination Secretary (BS-16)	01	<ul style="list-style-type: none"> Age up to 40 years. Minimum Bachelors Degree from a recognized University/Institution. At least 3 years relevant experience. Excellent communication skills.

- IMPORTANT INSTRUCTIONS FOR THE APPLICANTS:**
- The selected candidates will be offered contract jobs for 24 months extendable and regularization will not be claimed at any point.
 - The Candidates are required to submit applications ONLINE only. Submission in hard copy will not be entertained.
 - The Candidates already in service should apply through proper channel.
 - Interested candidates having domicile of Sindh may submit their applications at IBA Portal: <http://www.iba.edu.pk/shd>
 - The last date for submitting the application is Tuesday, August 17th, 2021.
 - The recruiting organization reserves the legal right to change any decision and the decision of competent authority could not be challenged in any court of law.
 - Applications received after the due date will not be entertained.
 - Only shortlisted candidates will be called for the test, group discussion and interview.
 - No TA/DA or any other allowance is admissible for appearing in test/interview. If selected, any related travel expense will be borne by the applicant.
 - All documents will be required at the time of the group discussion and interview.
- N.B:**
- The quotas prescribed by Government of Sindh for women, persons with disabilities and minorities will be observed.
 - The employment advertised herein is not to be constituted as employment in the Government of Sindh.
 - Age relaxation is applicable as per the policy of Government of Sindh.
- A candidate working in any Government/Semi Govt. Department or Statutory Corporation shall provide an NOC, from respective employer on a prescribed format at the time of interview.
 - Candidate applying for more than one position needs to apply separately for each position.
 - ALL COVID-19 RELATED SOPs WILL BE STRICTLY FOLLOWED.