

## **TERMS OF REFERENCE (TOR) FOR INDIVIDUAL CONSULTANT**

### **Hiring of Services of Consultant for Guiding & Training of staff on Implementation/ Interpretation of Rules & Regulation.**

#### **Objective:**

University of Health Sciences (UHS), Lahore, requires the services of a well-qualified Consultant for employment rules/regulation enshrined in UHS Services Statutes approved by the Chancellor under section 34 of UHS Ordinance 2002. Chapter-I (3) (IV) lays down dictum to follow the Provincial Government rules in case of provisions for the same does not exist in the services statute

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

#### **Duties and Responsibilities:**

The university needs services of the individual consultant for evaluation of office management and file as per Government encode.

He will identify the gapes and suggest the SOP's for improvement and managing the gap as per Government Letter.

#### **Duration of Contract:**

Initially 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 Board of Governors. However, the contract can be terminated any time with one month notice by Competent Authority.

#### **Duty Station:**

University of Health & Sciences, Lahore (Both Campuses).

#### **Professional Experience:**

10 years' experience in a Government organization / department. Experience of working as a Section Officer in a Federal or Provincial Government will be preferable.

#### **Qualifications:**

Graduation or equivalent from any HEC Recognized University

#### **Deliverables:**

- Consultant will submit a report containing identifying the gaps in Service Statutes of the University which can be pledged by the Punjab Government in terms of section I-(3)(iv).
- The Consultant will also provide a copy of rules and regulations which are currently in vogue in Origination / Offices of the Government of the Punjab.
- Submit the suggestions regarding disparities in the rules / regulations.
- Any other, with the mutual consent of the University and the consultant.

**Note:**

- Salary will be market base depending on experience.