

F. No.4-3/2023/PPW/P
Government of Pakistan
Ministry of National Health Services, Regulations & Coordination


JOB OPPORTUNITIES

HIRING OF PROGRAM SUPPORT PERSONNEL

The Population Programme Wing (PPW) of Ministry of National Health Services, Regulations & Coordination, Islamabad, invites applications from Pakistani Nationals for the following positions on contract basis for the period of June-December, 2026 (Approximately six and a half months):

S.#	Position	No. of Position
1.	Technical Advisor	01
2.	Procurement and Logistic officer	01
	Total	02

1. Detailed ToRs can be accessed / downloaded from Ministry's and PPRA websites (<https://nhsrc.gov.pk/>) or (info@ppra.org.pk), a link: [Tors\ToRs of Supporting Staff Link.doc](#)
2. Interested candidates must be registered with tax department and present on the Active Taxpayer List (ATL) of FBR.
3. Only short-listed candidates will be called for interview for which they can be asked for copies of their educational and experience certificates. No TA/DA will be paid to the candidates coming for interview.
4. The Contract is for 6.5 months (June 2026 to December, 2026).
5. Interested candidates may send their written application along with CVs/ profiles duly supported with copies of CNIC and ATL to the undersigned within 15 days of the publication of this advertisement.



Deputy Director (P)
Population Programme Wing
Kohsar Block, 3rd Floor, Pak Secretariat, Islamabad

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TERMS OF REFERENCE

I. POSITION INFORMATION	
Position Title	Technical Advisor
Age	48 to 65 years
Qualifications	Advanced university degree: MBBS, Masters in Public Health/ Health Policy & Management, Social Sciences, Demography, Development Studies or a related field.
Duty Station	Home-based / Islamabad / Provincial location (as applicable). Occasional travel may be required subject to approval.
Unit	01
Engagement Modality	Individual Consultancy Contract
Period of assignment/ services	June 2026 to 31 st December 2026 The Consultant shall be engaged for a maximum of ten (10) working days per month, where one (1) working day is equivalent to eight (8) working hours, amounting to a total level of effort of eighty (80) working hours per month. The consultancy is deliverable-based. The Consultant is not required to observe fixed office hours or physical presence, provided deliverables are completed.
Salary Package	500,000 PKR Per Month (negotiable)
II. RESPONSIBILITIES	
<p>A. Background</p> <p>For implementation of CCI Recommendations on population and the National Action Plan on population (2025-30) regarding alarming high population growth in Pakistan, the Population Programme Wing (PPW), Ministry of National Health Services, Regulations, and Coordination (M/o NHR&C), intends to hire the services of Technical Advisor under the Annual Work Plan 2026 of UNFPA.</p> <p>The incumbent is required to provide technical and advisory support in planning, implementation, monitoring, and reporting of programme interventions, ensuring alignment with the national priorities and targets for population stabilization, and Pakistan's international commitments including FP2030, ICPD and SDGs.</p>	
<p>B. Scope of Work (Duties and Responsibilities)</p> <p>The Advisor will undertake the following tasks:</p> <ol style="list-style-type: none">1. Provide technical input for planning, implementation, and monitoring of assigned programme activities.2. Support development and review of national action plan, programme documents, concept notes, TORs, and reports.3. Assist in coordination with government counterparts, provinces, regions, implementing partners, UN agencies, and other stakeholders.4. Contribute to monitoring and evaluation activities, including data analysis and results tracking.5. Guide on preparation of donor and internal progress reports, briefs, and presentations. 6. Provide technical advice aligned with national priorities, ICPD commitments, FP2030 and national frameworks.7. Provide support on MNCAH programmatic activities and review of program documents / modules and policy.8. Any other duties / activities assigned by Senior Officers of PPW from time to time.	

III. KEY DELIVERABLES

The Advisor will be responsible for the following indicative deliverables:

S.N.	Deliverable	Timeline
1	Monthly progress brief/report on assigned activities	Monthly
2	Technical inputs to programme documents and reports	As required
3	Stakeholder coordination and review and finalize notes / meeting summaries	As required
4	Final summary report covering consultancy period	As required

IV. QUALIFICATION & EXPERIENCE

The **Advisor** should have the following experience:

Experience

- Minimum 15 years of relevant professional experience in development programmes related to FP/RH.
- Demonstrated experience working with government counterparts and development partners.
- Prior experience with UN agencies, preferably UNFPA, is an asset.
- Experience of the FP2030 initiative; CCI Recommendations; liaison with provinces and regions is preferred

Skills

Language


Good English Writing and speaking skills

V. TERMS AND CONDITIONS

Only short-listed candidates will be called for interview; the Ministry of NHR&C may accept or reject the candidate as per Rule-33 of Public Procurement Rules, 2004.

- Contract is for 7 months (1st June 2026 to 31st December, 2026)
- The contract may be extended subject to satisfactory performance and availability of funds.
- The decision of the Selection Committee will be considered final.

PPW, M/o NHR&C may terminate the agreement/services of the Consultant without assigning any reason. The termination shall not be challenged in any court of law.


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TORS OF PROCUREMENT AND LOGISTIC OFFICER

I. Position Information	
Position Title	Procurement and Logistic officer
Age	45 to 62 years
Qualifications	Bachelor's degree in Supply Chain Management, Procurement, Business Administration, Public Administration, Logistics, or a related field.
Duty Station	Islamabad The Procurement and Logistic officer will be based at Population Programme Wing (PPW), Ministry of National Health Services, Regulations and Coordination (M/o NHR&C) Islamabad, Pakistan.
Unit	01
Engagement Modality	Individual Consultancy Contract
Period of assignment/ services	June 2026 to December 2026
Salary Package	150,000 PKR Per Month

Ministry of National Health Services, Regulations & Coordination, (PPW), Islamabad under Public Procurement Rules 2004, requires the services of Procurement and Logistic officer who is registered and present in the Active Tax Payer List (ATL) of FBR.

1. Job Summary:

A The Procurement and Logistics Officer is responsible for planning, managing, and overseeing all procurement and logistics activities under the UNFPA-funded Annual Work Plan (AWP). The incumbent ensures that procurement and logistics operations are conducted in accordance with Government of Pakistan rules, UNFPA procurement policies, and donor requirements, while maintaining transparency, value for money, and timely delivery of goods and services.

The Procurement and Logistic officer supports the preparation and implementation of procurement plans, develops bidding documents and requests for quotations, coordinates evaluation and contract award processes, and monitors supplier performance. The role also includes managing inventory, warehouse operations, transportation arrangements, and distribution of commodities and training materials to provinces and implementing partners.

2. Required Qualification and Experience:

The **Procurement and Logistics Officer** should have the following qualification and experience:

2.1) Education

- Bachelor's degree in Supply Chain Management, Procurement, Business Administration, Public Administration, Logistics, or a related field.

2.2) Experience

- Minimum 3–5 years of relevant experience in procurement and logistics.
- Experience working with government departments, UN agencies, or donor-funded projects is highly desirable.
- Familiarity with public procurement rules and donor guidelines.

2.3) Skills

- Strong knowledge of procurement and contract management.
- Excellent organizational and record-keeping skills.
- Proficiency in Microsoft Office (Excel, Word, PowerPoint).
- Good analytical and negotiation skills.
- Ability to work under pressure and meet deadlines.
- Strong communication and interpersonal skills.
- High level of integrity and professionalism.

3. Duties and Responsibilities:

3.1 Procurement Management

1. Prepare and implement annual and quarterly procurement plans based on approved work plans and budgets.
2. Develop specifications, terms of reference, bidding documents, requests for quotations (RFQs), and requests for proposals (RFPs).
3. Conduct market surveys and obtain quotations in line with procurement procedures.
4. Coordinate bid opening, technical and financial evaluations, and preparation of comparative statements.
5. Draft purchase orders, contracts, and service agreements.
6. Ensure procurement activities comply with applicable rules, including donor and government regulations.
7. Maintain procurement files and complete documentation for audit purposes.
8. Monitor contract implementation and supplier performance.
9. Liaise with vendors and service providers regarding delivery schedules, warranties, and after-sales services.
10. Ensure timely payment processing by coordinating with finance.

3.2) Logistics and Inventory Management

1. Manage receipt, inspection, storage, and distribution of goods and supplies.
2. Maintain stock registers, inventory databases, and asset records.
3. Monitor stock levels and initiate replenishment in a timely manner.
4. Coordinate transportation and delivery of commodities and equipment to project sites.
5. Conduct periodic physical verification of inventory and assets.
6. Ensure proper warehousing conditions and adherence to safety standards.
7. Track movement of assets and maintain asset tagging records.

3.3) Event and Travel Logistics

1. Arrange venue bookings, accommodation, transportation, and other logistics for meetings, workshops, and trainings.
2. Coordinate procurement of training materials, stationery, and other event supplies.
3. Prepare travel arrangements and support processing of travel claims.

3.4) Compliance and Reporting


1. Prepare procurement and logistics progress reports.
2. Support internal and external audits by providing required records and documentation.
3. Identify procurement and logistics risks and recommend corrective measures.
4. Ensure adherence to ethical standards, confidentiality, and conflict-of-interest requirements.

4. Key Deliverables:

- a) Annual Procurement Plan
- b) Timely Procurement of Goods and Services
- c) Procurement Documentation and Compliance
- d) Supplier and Contract Management
- e) Inventory and Asset Management
- f) Distribution and Delivery Reports
- g) Logistics Coordination
- h) Commodity Stock Status Reports
- i) Procurement Progress Reports
- j) Audit and Donor Compliance
- k) Risk Mitigation and Internal Controls
- l) Capacity Building Support
- m) Cost Efficiency

5. Only short-listed candidates will be called for interview; the Ministry of NHR&C may accept or reject the candidate as per Rule-33 of Public Procurement Rules, 2004.

- Contract is for 6.5 months (June 2026 to December, 2026)
- The decision of the Selection Committee will be considered final.
- PPW, M/o NHR&C may terminate the agreement/services of the Consultant without assigning any reason. The termination shall not be challenged in any court of law.


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