



INDIVIDUAL CONSULTANT REQUIRED FOR SHORT TERM CONSULTANCY

INVITATION OF APPLICATIONS FOR “Project Management Unit (PMU)” Under Specialized Healthcare & Medical Education Department”

Specialized Healthcare & Medical Education Department, Government of the Punjab, invites applications from individuals for the short consultancy services for a period of six (06) months as “Consultant” for following services:

- i. Preparation of draft legislation regarding reforms in tertiary care hospitals/ healthcare facilities / institutions working under the administrative control of SHC & ME Department.
- ii. Provision of legal consultancy to the Specialized Healthcare & Medical Education Department and to appear in the courts of law on behalf of the Department for early disposal of court cases/ litigations.

Instructions for submission of Applications:

- The hiring/recruitments will be made strictly on merit basis in accordance with the rules and selection criteria.
- The Terms of Reference (TORs) may be downloaded from the website of the Specialized Healthcare & Medical Education Department from the link <https://health.punjab.gov.pk/job-application.aspx>.
- Only shortlisted candidates will be called for interview.
- No TA/DA shall be admissible for appearing in the interview.
- Consultancy Fee is Negotiable
- The application should clearly write the Nature of Consultancy applied for on one side of envelope along with Curriculum Vitae (CV), 01 passport size photograph and attested copies of all relevant documents, Copy of domicile, CNIC/Certificates/Degree.
- Late and incomplete applications will not be entertained.
- Interested individual consultants having expertise in above mentioned fields may submit their CV along with supporting documents online at <https://health.punjab.gov.pk/job-application.aspx> till 10th October, 2025 before 5:00 PM.

Project Director

Project Management Unit, Specialized Healthcare &
Medical Education Department Phone No. 042-99206272

TERMS OF REFERENCE

The Specialized Healthcare & Medical Education Department (SHC&MED) is committed to deliver high-quality healthcare services as the administrative department of tertiary care hospitals in Punjab. However, the department faces challenges due to frequent litigation issues, including HR disputes, contractual disputes, and other legal matters. Additionally, SHC&MED aims to strengthen its legislative framework to promote accountability and transparency.

To address these challenges, SHC&MED intends to hire a consultant for legal advisory services. The consultant's expertise will help ensure compliance with legal requirements, minimize unnecessary litigation, and provide valuable advice for defending cases in court, ultimately enhancing the department's ability to deliver quality healthcare services besides enhancing transparency and accountability.

The key responsibilities of the consultant shall include but not limited to the following:

1. Improve legislation and assist the department in carrying out legal work..
2. Provide advice on financial regulations and ensure compliance with relevant laws and rules.
3. Provide legal advice to the Department on a case-to-case basis, as and when required, provide advices in improving the compliance of Service Rules, Leave Rules, Rules of Business 2011, Transfer policy etc.
4. Prepare the replies to the legal notices (if any) and help the Department to sort out issues out of Court(s) and otherwise.
5. Help in interpreting Acts/Laws/Rules/Policies if and when required.
6. Subject to all legal and just requirements, assist in representation before the Courts of Law for the cases filed by the Department against suppliers, contractors, employees & others etc.
7. Suggest the necessary amendment pertaining to any law and rules relevant to the Department or Specialized Healthcare & Medical Education Department.

8. Assist in dealing with relevant government authorities where legal matters are involved and prepare legal submissions and draft the authoritative legal opinions.
9. Preparing para wise comments/replies for responding to the cases relating to PMDC, Healthcare Commissions, Pakistan Nursing Council and Drug Courts or at any other technical / clinical forum etc
10. Draw up formalities regarding the arbitration and settlement of disputes and provide legal assistance in Dispute Resolution at International / National Forums as and when required, subject to the all legal and Just requirements.
11. Assist the Department for interaction with Federal and Provincial Government Authorities / agencies like FBR, SECP, NAB and other Accountability and Investigating agencies etc.
12. To assist in any other matter/case/ issue where legal opinion/ advice/ required by the Department.

Duration of the consultancy:

The duration of the consultancy services shall not exceed six months.