

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT**

TITLE OF ASSIGNMENT: Technical Advisor
LOCATION OF ASSIGNMENT: Health Services Academy, Islamabad
DURATION OF ASSIGNMENT: 6 months
INTRODUCTION:

Health Services Academy (HSA) was originally established in 1988 as an in-service training institute under the Ministry of Health, Government of Pakistan. It later evolved into an academic institution through the joint efforts of the Ministry of Health, Government of Pakistan and the German Technical Cooperation (GTZ). The first batch of students graduated in 1996, and eight cohorts have completed the program. The Academy is now well-established and on its way to achieving its institutional objectives.

From its founding in 1988, HSA has striven to provide an academic and professional environment for its students. HSA offers students a comprehensive, broad-based public health curriculum, and dynamic learning experiences with qualified faculty. HSA aspires to become a regional academic centre of excellence in public health training, policy formulation, and applied research that is nationally and internationally accredited.

HSA has revised its Master's program and is currently offering a state-of-the-art two-year Master of Science in Public Health (MSPH) program. The MSPH program has been designed according to international standards, and HSA is working in collaboration with such institutions as the Johns Hopkins Bloomberg School of Public Health (USA), the Bill and Melinda Gates Institute for Population and Reproductive Health (USA), the Karolinska Institute (Sweden), Madidol University (Thailand), and the Gadja Mada University (Indonesia). HSA is affiliated with the Quaid-i-Azam University, Islamabad, and its revised Masters SPH Program was approved by the Academic Council of Quaid-i-Azam University.

In addition, HSA has trained more than 1500 public health professionals through regular workshops and short courses. HSA has offered short courses in various public health fields such as Occupational Health, Applied Epidemiology and Biostatistics, Health Economics, Applied Nutrition, Health Policy and Planning, Hospital Management, and Quality Management. It is expected that HSA will continue to achieve success and recognition as it grows, and that it will play a crucial role in improving the quality of health care delivery in Pakistan through human resource development and capacity building.

BACKGROUND:

The Health Services Academy is one of the leading public sector public health training institutes in Pakistan. It is currently affiliated with the Quaid-e-Azam University which awards the diploma for Masters in Public Health. In the future, HSA plans to expand its scope in both academic and research areas to become a center of excellence. In order to achieve this target, the institute aims to expand the teaching/research faculty, expand its scope of training programs, establish a research and development cell with the ultimate goal of attaining status of a degree awarding institute; and develop into a National University of Public Health Sciences.

In the above context HSA requires relevant technical assistance to develop a comprehensive business plan that sets out the direction that the Institute will take over the next five years and articulates the specific contribution it will make towards improving public health training and research environment in Pakistan.

OBJECTIVE OF THE ASSIGNMENT:

The objective of this assignment is to develop a business/development plan for the HSA in order to develop it into a National University of Public Health Sciences.

MAIN TASKS AND RESPONSIBILITIES:

The required Technical Advisor will be responsible for the following:

1. Conduct a wide stakeholder consultation, including members of HSA's Board of Governors to develop a critical analysis of existing challenges, opportunities and current management capacity of HSA, with a view to understanding the gaps that need to be filled.
2. Review existing rules, regulations and policies keeping in view the autonomous status of the institution and make specific recommendations for improving or adopting new policies recommended by the Higher Education Commission for Universities.
3. Review and develop respective policies and strategies;
4. Prepare a report containing in-depth analysis on the various actions that can be undertaken by the HSA in order to improve
 - a. Management functions
 - b. Academics i.e. faculty, new collaborative programs
 - c. Improving institutional and organizational structure including non-academic staff
 - d. Existing and future business opportunities and potential growth areas
5. Design the framework and components of plan based on suggested new strategies for promoting HSA's functions with a focus on student enrollment and improved training opportunities.
6. Develop a 5 year business plan/strategy with specific short- medium- and long-term actions that need to be undertaken by HSA in order to become a center of excellence in Public Health Education. Make recommendations to HSA for a new institutional and organizational setup for a fully autonomous institution
7. Prepare a detailed implementation plan for business development with the steps needed for HSA's transition to the new business model. Recommend systems, processes for additional resource mobilization and financial sustainability

TECHNICAL CAPACITY:

1. Advance University degree (Master degree or PhD) in Business Administration, organizational development and management or relevant fields with at least 10 years of experience in an institutional development.
2. Minimum 10 years of proven knowledge and professional experience in strategic planning and management, organizational change, in the public or private sector in developing countries. Pakistan experience is an added plus
3. In-depth understanding of organization and management of public, private institutions and NGOs, with a focus on human resources, financial sustainability of the organization, in Pakistan; experience in the public health education will be an added advantage
4. Proven track record to deliver on time.
5. Fluency in English language (written and verbal) is required; must have excellent presentation, communication and IT skills

DURATION AND LOCATION OF ASSIGNMENT:

The position is a short term assignment of a maximum of six months from the date of initiation and is based at the Health Services Academy in Islamabad

REPORTING REQUIREMENTS:

The consultant will be embedded within the HSA and will receive technical direction and supervision from the Executive Director (ED). USAID will maintain regular contact with the Advisor to monitor progress on the agreed deliverables.

KEY DELIVERABLES OUTPUTS

1. 5-year Business plan for HSA to develop it into a National University of Public Health Sciences; which includes:
 - a. The rationale of development plan process and objectives;
 - b. Critical analysis of current strengths and weaknesses of policies, operations and management systems
 - c. Short, medium and long terms strategies to be undertaken and an operational plan phased over a period of 5 years
 - d. Recommendations for resource mobilization and financial sustainability
 - e. Recommendations for new institutional and organizational setup
2. Reports/proposals outlining recommendations on the Business opportunities and financial sustainability proposals in sync with the business model
3. Report on findings from consultations with stakeholders

TO APPLY:

Interested applicants for this position must submit their resumes to the following mailing address:

usaid@prolink-global.com

Or

**ProLink Consulting (Pvt) Limited
F – 61/5, Block 4, KDA Scheme 5, Clifton**

Interested candidates should clearly mark the position title they are applying for on the envelop. Incomplete and late submissions will not be considered. Only shortlisted candidates will be contacted for the test or interview.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residence focus to the host country and has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFM's (Eligible Family Members) and family members of FS, GS, and military personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: July 24, 2010

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.