



NATIONAL HEALTH SUPPORT PROGRAM KHYBER PAKHTUNKHWA HEALTH DEPARTMENT



TERMS OF REFERENCE ADMIN OFFICER

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1. Background

The **National Health Support Program (NHSP) Khyber Pakhtunkhwa (KP)** is an initiative designed to strengthen the healthcare delivery system across the province, addressing both structural and functional aspects to improve public health outcomes. The KP-NHSP aims to achieve comprehensive healthcare improvements by focusing on primary healthcare services, infrastructure development, and community engagement, ensuring equitable and quality healthcare for all citizens of KP.

2. Project Components

The project National Health Support Program aims to improve access to an essential package of quality health services at PHC level for the population of Khyber Pakhtunkhwa.

There are 3 result areas encompassing 09 DLIs i.e. as under;

1. Primary Health Care (PHC) facilities meeting essential health services delivery norms, including in lagging areas and addressing climate risks
2. PHC providers delivering quality essential health services, including in lagging areas
3. Timely and appropriate referral between PHC level and higher levels of care, including in lagging areas.
4. TB case notification
5. Average provincial coverage of Penta- 1 and fully immunized children (FIC) within zero-dose priority districts.
6. Health information systems strengthened through greater integration and use of dashboard, including in lagging areas
7. PHC facilities reporting reductions in stock outs of select FP and nutrition commodities and essential drugs/medicines, including in lagging areas
8. Improved budgeting and budget flow practices
9. Domestic resource mobilization for PHC.

3. Objective

To strengthen equitable delivery and quality of essential health services at the primary health care level in support of Universal Health Coverage.

In particular the project will:

1. Strengthen equitable delivery and quality of essential health services at PHC level.
2. Improving coverage and quality of essential health services.
3. Strengthening Governance and Accountability.
4. Improving Health Financing and PFM.

Specific objectives of this technical assistance are:



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1. To enhance the capacity of health managers and healthcare providers, improving the quality-of-service delivery.
2. To provide governance and accountability (M&E) support through the use of information technology and improvement in the capacity of the DGHS.
3. To deliver direct technical assistance for cross-cutting reforms for primary health care by providing consultants and third-party support to the DoH.

4. Structure and Staffing of the Project Management Unit (PMU)

The Department of Health, KP, oversees the NHSP implementation, supported by a Project Management Unit (PMU) led by a **Project Director (PD)**. The PMU includes specialists in health, procurement, finance, monitoring and evaluation, Coordinators and Research Associates to ensure effective project management and execution.

5. Scope of Work for Admin Officer

The Admin Officer for the National Health Support Program (NHSP) in Khyber Pakhtunkhwa will oversee the establishment and maintenance of the project office, including furniture, equipment, and supplies, ensure efficient management of office facilities and utilities, Logistics & Stakeholder Coordination and Communication support, records and documentation management. The admin officer will assist in planning, organizing, and managing program operations, provide administrative support, and facilitate smooth workflow within the PMU.

6. Duties and Responsibilities

The Admin Officer shall be responsible for the following tasks:

- To assist the Admin in the overall office work.
- To maintain all the office record in proper order.
- To keep vigilant watch over the office belongings.
- To keep the office record in safe & tidy condition.
- To watch & maintain the Diary & Dispatch Registers & reports of the office.
- To support all the project officials in the office work.
- To maintain the attendance & Casual Leave Register of the Project staff.
- To keep a watch over the safety & Cleanliness of the office premises.
- To ensure timely deposit of utility bills of the office & other issues related to these facilities.
- To maintain a record of the outstanding letters pertaining to the different sections of PMU.
- Maintenance of Stock Register.
- Physical maintenance & count of office supplies.
- Issue of office supplies to the different sections of office.
- In time arrangement of petty procurements & supplies for the office use.



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- To facilitate official correspondence inside & outside PMU.
- Any additional task assigned by PD

Qualification:

BA/B.Sc in economics/statistics/Biological Sciences/Social Sciences/LLB/with good analytical skills with at least three years of relevant experience on administrative position.

7. Resources and Facilities

The Admin Officer will be provided with necessary resources, office space, and facilities to effectively manage above activities under the NHSP. Close collaboration with the PMU team, Health Department officials, and World Bank representatives is expected.

8. Reporting Requirements

The Admin Officer will report directly to the Project Director (PD) and Deputy PD, KP-NHSP, and submit regular progress reports, including monthly, quarterly, and annual updates, on above activities to the PMU and the World Bank.

9. Duration and Location

This is a full-time position based in Peshawar, KP, with the requirement to travel frequently to project sites across the province.