

Government of Pakistan
Ministry of Information Technology and Telecommunication

DIGITAL PAKISTAN

TERMS OF REFERENCE

Ministry of Information Technology and Telecommunication is entrusted to formulate policies aimed at improving the National Information and Communication Technology (ICT) Infrastructure and Services, to transform Pakistan into a knowledge based economy by ensuring provision of reliable and affordable information and communication technology enabled services. In this regard, this Ministry invites applications from dynamic professionals for the post of **MEMBER (IT) – MP-I SCALE**, as per details given below:

JOB SPECIFICATION

A. **QUALIFICATION:**

Ph.D in Computer Science/Information Technology/Software Engineering/Electrical Engineering/Computer Engineering/Computer Information System (ICT related disciplines) from HEC recognized local or international university of high ranking.

OR

Master's Degree in Computer Science/Information Technology/Software Engineering/Electrical Engineering/Computer Engineering/Computer Information System (ICT related disciplines) from HEC recognized local or international university of high ranking.

EXPERIENCE:

Candidates with Ph.D are required to have fourteen (14) years post qualification experience in the relevant field including three years of senior management level positions.

Candidates with Master's Degree are required to have eighteen (18) years post qualification experience including three years of senior management level position.

The candidate's professional credentials should include the following:

- a) Experience of successfully leading and implementing programs/projects in complex technical environments with ownership and full accountability.
- b) A proven track record of managing an ICT function within a large ICT consultancy or IT/Telecommunications service provider/Public Sector ICT organizations or vendor will be preferred.
- c) A Successful track record of initiating and supporting large-scale organizational change management of the ICT transformation will be preferred.

- d) The capability to develop and drive vision for using e-Government as change drivers.
- e) Proven record of strategic planning and management skills drives and implementation programme to spare accelerated digitalization and embed a transformational change in the delivery of Accelerated Digitization - in collaboration with all stakeholders
- f) Sufficient understanding and competency in areas of digital transformation, software engineering management, 4G and 5G/LTE connected services, e-commerce, project management office, business intelligence, data analytics, mobile financial services, network rollout, etc.
- g) Demonstrate in-depth understanding of state-of-the-art emerging Digital Technologies with strong analytical, project management and business process re-engineering experience including hybrid project management practices, like waterfall and Agile/Scrum, enterprise applications development, networking & server technologies, standards & interfaces and open source systems.
- h) Effective collaboration leadership experience with excellent written communication skills and negotiation and relationship building with and the ability to interact and manage diverse stakeholders, including various Federal Government departments and the public sector entities.
- i) Envisaging and formulating project proposals pertaining to Computer Science/Information Technology/ Software Engineering/ Computer Engineering/ Information System Security/IT Management/Computer Information System in collaboration with related international and/or regional organizations.
- j) Designing and implementation of Information Technology Tools and Information Management Systems and processes.
- k) Ability to communicate and interact with Senior Government Officials and other stakeholders effectively and excellent People Management Skills and to work with Public Sector Leadership.
- l) Strong Technical, Analytical and Problem-Solving Skills to anticipate the critical technical and legal issues and to offer counter solutions.
- m) Ability to explore, study, and evaluate the existing direction and standards of the IT & Telecom industry in the country and to make necessary recommendations.
- n) Ability to plan, develop and evaluate IT related programs for the Ministry.

B. AGE LIMIT:

Maximum 62 years (to be calculated as on the closing date of submission of applications)

C. DURATION:

Appointment of the Member IT shall initially be made on contract for three years which will be extendable for a further two years (year to year basis) on the recommendation of Performance Evaluation Committee in accordance with prescribed performance evaluation of MP Scale positions.

D. DISQUALIFICATION:

No person shall be eligible for appointment as Member IT, who:

- a) has been or is dismissed from service as a consequence of disciplinary proceedings;
- b) has been or is convicted, by a court of competent jurisdiction, for an offence involving moral turpitude;
- c) either at the time of appointment as Member IT or thereafter during such appointment was not or is not a citizen of Pakistan; or
- d) Benefits from the National Reconciliation Ordinance, 2007 (LX of 2007).
- e) either at the time of appointment as Member IT or thereafter during such appointment was not cleared by designated clearing agency, the offer of appointment will be treated as with-drawn ab-initio; or
- f) either at the time of appointment as Member IT or thereafter during such appointment the educational credentials of the selected candidate are found to be bogus, his/her appointment shall be treated as with-drawn ab-initio.

E. MANNER OF APPOINTMENT:

- a) The appointment shall be made as per prescribed procedure of appointment in MP-I Scale position.
- b) The vacancy of the Member IT shall be uploaded by the Ministry of IT and Telecom on its website and also advertised at least in two national leading newspapers of nation-wide circulation.
- c) A shortlisting Committee shall be constituted with the approval of Secretary, IT and Telecom, for shortlisting of applications.
- d) The Selection Committee/Board for appointment in the MP Scale shall recommend three most suitable candidates out of the shortlisted candidates and a summary shall be submitted for decision of the Prime Minister, accordingly.

F. JOB DESCRIPTION:

The potential candidate is expected to:

- Lead the overall preparation and revision of the IT Policy and other strategic documents pertaining to the National IT Program;
- Assist the Ministry in developing a vision for an E-Government Services Ecosystem that promotes cloud. Open source and Reusability for the cost-effective & efficient delivery of e-Governance programs and Accelerated Digitization of the Federal Ministries/Division;
- Assist the Ministry in developing a vision for a national R&I Ecosystem for the cost-effective & efficient delivery of entrepreneurial & collaborative innovation in the field of IT that delivers benefit to both the IT and other export sectors;
- Assist the Ministry in developing a vision for holistic Technology Parks and Technology Incubators to fully exploit IT both as an economic sector in its own right and as an enabler of broad cross-sector economic development;

- Coordinate with the executing agencies of the Ministry in developing and evaluating proposals and plans, including those pertaining to cooperation/partnership with other countries and donor agencies;
- Evaluate proposals and conduct analysis and studies on diverse topics pertaining to the IT industry. Therefore, the candidate must also be technically proficient to deal with hardware, networking to software applications and business processes, databases and standards;
- Monitor & report IT projects funded by the Ministry to ensure they deliver timely and optimal socio-economic benefit;
- Articulate and develop support for the E-Government program at the senior leadership level throughout the Government;
- Proactively identify areas where IT interventions can be helpful and to strategize measures for their automation through Business Process Re-engineering (BPR);
- Manage a small but highly talented team of IT professionals such that the throughput is maximized to ensure sustainable and accelerated digitization;
- Assist in the preparation of the annual development budget of the IT Ministry;
- Handle inter-ministerial cases requiring technical assistance, participate on task forces and working groups and review meetings as and when necessary.

DELIVERABLE TASKS

The Member IT will carry out, but will not be limited to, the following tasks for the Ministry of IT and Telecom and its allied Organizations (Department/Corporation/Company):

Job Description/Deliverable
Undertake a comprehensive review of the IT & Telecom sector of the country and suggest measures for augmenting the Power potential to its Optimal level.
Formulate implementation framework of projects and ensure completion of these projects by assigning quantifiable targets and effective monitoring mechanism.
Suggest areas of cooperation in ICT Sector, which can be tapped for international assistance and suggest comprehensive implementation mechanism
Formulate short, medium and long terms capacity development plans for overall Human Resources Development in the Ministry of IT & Telecom
Suggest measures for complete transformation of Federal Government from Manual System to E-Office System
Suggest measures for improving industry-academia linkages
Extend technical advice on matters referred by organizations under the control of Ministry of IT & Telecom
Technical advice relating to drafting of various IT & Telecom related Acts/Ordinances, Rules & Regulations etc.

G. PAY PACKAGE:

The Member IT shall receive pay package of MP-I Scale in accordance with the Management Scale Policy

- H. **LEAVE:**
The Member IT shall earn leave in accordance with the Management Scales Policy
- I. **CONFLICT OF INTEREST:**
The Candidates for appointment as Member IT shall have seek retirement from his existing Department and post or his appointment shall be subject to acceptance of resignation from designated authority and shall not, during his term of office, engage himself in any other service, business, vocation or employment which may have any direct or indirect effect on his performance as Member IT
- J. **MEMBER IT TO BE PUBLIC SERVANT:**
The Member IT appointed under these rules when acting or purporting to act in pursuance of any of the provisions of these rules shall be deemed to be a public servant within the meaning of section-21 of the Pakistan Penal Code (Act XLV of 1980).
- K. **TERMINATION OF CONTRACT:**
The contract of Member IT shall be terminated according to the MP Scale Policy, 2020 with one month's notice on either side or payment of one month's basic pay in lieu thereof.
- L. **MONITORING AND EVALUATION:**
The performance of Member IT shall be monitored by Secretary and Minister/Minister of State Minister In-charge. The Member IT shall report to the Secretary, IT and Telecom through Additional Secretary, IT.
- M. **APPLICABILITY OF OTHER RULES:**
In respect of matters not specified here, the law, rules, policies corresponding level of Civil Servants shall be applicable as per MP Scale Policy, 2020 of the Federal Government.

<http://www.moitt.gov.pk>

(Ghulam Fareed)

Section Officer (Admn)

Ministry of Information Technology
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