

Government of Pakistan
Ministry of Information Technology and Telecommunication

DIGITAL PAKISTAN

JOB OPPORTUNITIES

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

JOB SPECIFICATION

QUALIFICATION:

Ph.D in Engineering (Electrical, Electronics, Computer, ICT related disciplines)/Computer Sciences/ICT/Management/Business Administration from HEC recognized local or foreign university.

OR

Master's Degree in Engineering (Electrical, Electronics, Computer, ICT related disciplines)/Computer Sciences/ICT/Management/Business Administration from HEC recognized local or foreign university.

EXPERIENCE:

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

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

The candidate's professional credentials should include the following:

- a) Experience of liaison with International and regional organizational in the field of ICTs.
- b) Excellent people management skills, and have the ability to work with public sector leadership.
- c) Effective communication skills required to interact with senior government officials and other stakeholders as appropriate.
- d) Experience of representing the country's perspective at international forums.
- e) Experience of envisaging and formulating project proposals pertaining to ICTs in collaboration with international and regional ICT related organizations.

AGE LIMIT:

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

JOB DESCRIPTION

- Lead the International Coordination Wing at the IT & Telecom Division, Ministry of Information Technology.
- Provide expert technical advice and information to the management on strategic matters at international level.
- Serve as focal point within the Ministry of Information Technology for coordination, cooperation and consultation with international/regional and foreign organizations, and with counterpart foreign governments.
- Develop strategies to address the global issues in liaison with other wings of MoIT.
- Co-ordinate research and analysis of the latest and emerging trends in the ICT environment to identify new concepts and relevant issues in coordination with the other wings of the Ministry.
- Coordinate with international agencies and develop national plans/policies based upon the best international practices.
- Ensure effective and active participation of the country at IT and telecom related international foras.
- Collect technical information/papers/proposals/documents from international and regional organization, and subsequently disseminate information, standards among the stakeholders through wings of MoITT.
- Uplift the face of the ICT industry of Pakistan in International forums.
- Establish new or improve the existing mechanisms of information sharing at international level.
- Provide expert advice to the Minister/Secretary for participation in international/regional events; and develop and coordinate the international travel plan for participation in these events. Subsequent follow-up of all foreign visits of MoIT, collect reports and follow-up on action points.
- Ensure that periodic reports about international policy implementation are being submitted to the Ministry
- Secure training opportunities from international agencies and coordinate efficiently with different stakeholders in the country through nomination & coordination of relevant wings of MoITT.
- Ensure internal coordination so that valuable international training opportunities through fellowship or otherwise are not lapsed.
- Develop and maintain comprehensive database of international training opportunities secured along with the relevant information of the beneficiaries for even disbursement among the stakeholders.
- Prepare and update National Digital Access Indicators based on the ITU Guidelines and act as a resource pool for statistics in the ICT Sector.
- Prepare reports and working papers as required.
- Coordinate the preparation for meetings, seminars, workshops and conferences and subsequent follow-up.
- Evaluate ICT sector profile of a country for preparation of proposals for Joint Ministerial Commissions, Joint Economic Commissions or any bilateral forum in the field of ICTs.
- Coordinate preparation of country proposals for seeking technical collaboration of an international or regional organization in a specific field of ICTs.

TENURE OF APPOINTMENT:

The initial period of contract appointment is three years (extendable).

PAY PACKAGE:

The position offers salary package/benefits as admissible under the Government MPs Scale package.

CONDITION TO APPLY:

In case of selection, candidate working in public/private Sector will have to either resign or seek early retirement, severing his/her connection/lien with their parent cadre/Ministry/Division/Organizations etc. before joining.

Candidates meeting the required criteria should submit their application at the URL address given below within Fifteen (15) days of publication of the advertisement. Candidates who prefer applying through post are required to fill in “**Application Form for MP Scales**” available on URL given below alongwith CV and submit hardcopy of the same at the address mentioned below within the specified period. Envelopes should clearly indicate the specific “**Name of Post**” against which application is being submitted. Incomplete applications will not be entertained. The Ministry believes in gender equality.

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

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