

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 **DIRECTOR (COORDINATION), MP-III 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 six (06) years' experience in the relevant field.

Candidates with Master's Degree are required to have ten (10) years' experience in the relevant field.

The Candidates should have

- a) Experience of liaison with International and regional organizational in the field of ICTs.
- b) Effective communication skills required to interact with senior government officials and other stakeholders as appropriate.
- c) Proven event management experience to design and conduct high level events.

AGE LIMIT:

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

JOB DESCRIPTION/DELIVERABLE TASKS/TIMELINE

Sr. No.	Deliverable Tasks
1.	Coordinate with International and Regional organizations for representation of Pakistan/Ministry of IT in international and regional events.
2.	Secure training opportunities from national/international agencies and coordinate efficiently with different stakeholders in the country.
3.	Process fellowship opportunities and ensure that the fellowships are fully availed.
4.	Maintain a database of post visit reports, submitted by the nominee after the participation in the event and follow-up on actions.
5.	Working with Finance Division and concerned quarters of MoIT for allocation of foreign exchange budget for ITU for each financial year.
6.	Tracking status of payment of annual obligatory contributions of Pakistan to international/regional organizations and follow up to expedite the payments as and when required.
7.	Seeking necessary inputs from relevant stakeholders, external and internal, for preparation of the country position for participation and representation of Pakistan at the ITU forums.
8.	Plan and coordinate with relevant stakeholders for hosting of ICT sector events in Pakistan.
9.	In coordination with Pakistan Telecommunication Authority (PTA), maintain and update National ICT Indicators/Statistics based on the ITU Guidelines and act as a resource pool for statistics in the ICT Sector.

DURATION:

Appointment of the Director (Coord) 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.

DISQUALIFICATION:

No person shall be eligible for appointment as Director (Coord), 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 SM (Coord) or thereafter during such appointment was not or is not a citizen of Pakistan; or
- d) Derived benefits from the National Reconciliation Ordinance, 2007 (LX of 2007).

MANNER OF APPOINTMENT:

- a) The appointment shall be made as per prescribed procedure of appointment in MP-III Scale position.
- b) The vacancy of the Director (Coord) 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.

PAY PACKAGE:

The Director (Coord) shall receive pay package of MP-III Scale in accordance with the Management Scale Policy

LEAVE:

The Director (Coord) shall earn leave in accordance with the Management Scales Policy

CONFLICT OF INTEREST:

The Candidates for appointment as Director (Coord) 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 Director (Coord).

SM (COORD) TO BE PUBLIC SERVANT:

The Director (Coord) 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).

TERMINATION OF CONTRACT:

The contract of Director (Coord) may be terminated by giving one month's notice on either side or payment of one month's basic pay in lieu thereof.

MONITORING AND EVALUATION:

The performance of Director (Coord) shall be monitored under the supervision of the Secretary through the respective reporting channel

APPLICABILITY OF OTHER RULES:

In respect of matters not specified here, the law, rules, policies corresponding level of Civil Servants shall be applicable.

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

(Akram Shafique)

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