

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 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 (LEGAL), MP-I SCALE as per details given below:

JOB SPECIFICATION

EDUCATIONAL QUALIFICATION & EXPERIENCE:

Ph.D. in Law from HEC-recognized local or foreign university with a minimum of seven (07) years of relevant professional experience.

OR

Masters in Law from HEC-recognized local or foreign university with a minimum of nine (09) years of relevant professional experience.

PROFESSIONAL CREDENTIALS:

The candidate must have following professional credentials:

1. Demonstrate evidence-based experience in legislative drafting, including the preparation of Bills, Acts, Ordinances, Rules, Regulations, and other statutory instruments, with proven involvement in the complete legislative process, including obtaining approval and enactment through Parliament.
2. Demonstrated knowledge of the Rules of Business, Cabinet procedures, and inter-ministerial consultation mechanisms, with practical experience in processing legal, legislative, regulatory, and policy matters within the Government framework.
3. Proven experience in advising senior leadership, including the Secretary and Minister, on complex legal, regulatory, and policy issues, and in preparing concise, well-reasoned legal briefs, summaries, and recommendations to facilitate informed decision-making.
4. Must be enrolled as an Advocate of a High Court, with a minimum of five (05) years of post-enrolment legal practice experience. Preference shall be given to candidates possessing experience/qualification in the Information Technology and Telecommunications sector, with the ability to effectively manage multiple litigations and complex legal matters simultaneously.
5. Sound understanding of the policy, legal, and regulatory framework governing the Information Technology and Telecommunications sectors in Pakistan.

6. Proven experience in drafting, reviewing, and negotiating contracts, Memoranda of Understanding (MoUs), agreements, and other legal instruments.
7. Demonstrated experience in coordinating, organizing, and conducting stakeholder consultations and engagements as part of formal responsibilities.
8. Excellent written and verbal communication skills, with the ability to effectively represent the organization and engage with stakeholders at both national and international forums.
9. Strong leadership, team management, and collaborative working abilities.
10. Demonstrated commitment to the highest standards of professionalism, discipline, ethics, and integrity.

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.	Draft legislation i.e. framing of draft bills/ordinances, rules, regulations, on Information Technology and Telecommunication Sector.
2.	Provide legal expertise to senior officers in interpretation of various statutes/laws and facilitate them in framing policies for the ICT sector.
3.	Give legal opinions, draft comments for court cases and represent the Ministry in Courts, if so required.
4.	Provide effective leadership with strategies orientation to gear up team efforts towards achievement of departmental objective.
5.	Advise on Legal Policy and Regulatory Affairs and perform all necessary activities on behalf of the Ministry involving legal and regulatory affairs, as and when directed by the Ministry.
6.	Represent and safeguard the interests of the Ministry of Information Technology and Telecommunication in legal proceedings and litigation before courts and other forums across Pakistan.
7.	Coordinate and oversee legal matters and activities of organizations, attached departments, and entities operating under the administrative control of the Ministry.
8.	Provide legal counseling on issues related to international organizations and agencies like ITU, WTO, UNCITRAL, UNCTAD, FACT, etc., IT companies and international organizations, consultants etc. on legal policy and regulatory matters, as and when directed by the Ministry.
9.	Exercise overall supervision, management, and administrative oversight of the Legal Wing of the Ministry.
10.	Facilitate, organize, and participate in workshops, seminars, stakeholder consultations, and other capacity-building initiatives, as and when required.
11.	Perform any other duties, assignments, or responsibilities entrusted by the Ministry from time to time.

DURATION:

1. Appointment of the Member (Legal) 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.

2. The selected candidate shall be appointed on probation for a period of three (03) months from the date of assumption of charge. During the probationary period, the candidate's performance, conduct, professional competence, and overall suitability for the position shall be assessed by the Ministry.
3. During the probationary period, the appointment may be terminated at any time by the Ministry without prior notice and without payment of any compensation, severance, or other charges, if the candidate's performance, conduct, or suitability is found to be unsatisfactory.

DISQUALIFICATION:

No person shall be eligible for appointment as Member (Legal), 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 (Legal) 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).
- e) Does not possess valid educational degrees.

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 (Legal) 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-I 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 Member (Legal) shall receive pay package of MP-I Scale in accordance with the Management Scale Policy.

LEAVE:

The Member (Legal) shall earn leave in accordance with the Management Scales Policy.

CONFLICT OF INTEREST:

The candidate for appointment as Member (Legal), if already in any service, shall seek retirement from his existing 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 (Legal).

MEMBER (LEGAL) TO BE PUBLIC SERVANT:

The Member (Legal) 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 Member (Legal) may be terminated by giving one month's notice from either side or payment of one month's basic pay in lieu thereof.

APPLICABILITY OF OTHER RULES:

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

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

(Izaz Ul Haq Shah)

Deputy Secretary

(Admn)

Ministry of Information

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