

DIGITAL NATION PAKISTAN

TERMS OF REFERENCE

INTRODUCTION:

Pioneering Digital Growth: Leading Pakistan's Charge in Global Digital Investment.

Pakistan, with its dynamic population of over 240 million and a surging digital landscape, stands at a pivotal moment. The Ministry of Information Technology and Telecommunication seeks a visionary **Digital Expert FDI (SPPS-II)** to position Pakistan as a premier global destination for digital foreign direct investment. This is not just another senior role; it's a once-in-a-lifetime opportunity to directly influence the technological and economic trajectory of a rapidly evolving economy. This position offers you unparalleled strategic exposure, leadership experience, and the satisfaction of building a legacy that impacts generations to come.

QUALIFICATIONS & EXPERIENCE:

We welcome candidates with diverse backgrounds, investment and economic development professionals, public policy and regulatory experts, or telecom sector specialists with public or private sector experience. The ideal candidate combines a passion for public good with the ability to navigate Pakistan's complex investment, regulatory, and digital economy landscape.

Education:

Masters Degree from reputable HEC / internationally recognized university in the related field of Electrical / Computer Sciences / Electronics / Telecommunication / Information Technology / Business Management.

Professional Expertise:

1. At least 8 years of relevant experience in IT & Telecom sector including exposure to international engagements and government / regulatory affairs.
2. Demonstrated experience working on digital economy or emerging technology issues (e.g., fiberization, spectrum, IoT, OTT services, smart cities, digital infrastructure), reflecting the ability to work across sector growth, policy, and technology domains.

Core Competencies:

1. Strong cross-sectoral coordination and communication skills, with the ability to engage credibly with ministries, regulatory bodies, international institutions, and the Minister's Office, translating complex technical/policy matters into clear, actionable briefs and recommendations.
2. Ability to manage multiple concurrent workstreams, investment pitchbooks and policy inputs to parliamentary briefs, ministerial correspondence, and event/initiative support with strong organizational and prioritization skills under tight government timelines.

JOB DESCRIPTION:

Key Responsibilities:

- 1. Project Proposals and Investment Pitchbooks:** Develop export-led investment proposals, project documents, and investment pitchbooks for the Telecom sector; vet investment proposals; identify investment potential focused on national needs, sustainability, and global/regional best practices, and develop supporting guidelines and SOPs.
- 2. Taxation and Budget Proposals:** Contribute to the formulation and review of taxation and budget proposals affecting the digital economy and Telecom sector, in coordination with relevant stakeholders ensuring alignment with fiscal policy objectives.
- 3. Interministerial Coordination:** Coordinate with other ministries and government departments to align policy positions, resolve cross-cutting issues, and ensure coherent whole-of-government action.
- 4. International Engagements:** Represent and support MoITT's engagement with international and regional platforms and institutions, including but not limited to CPEC, ECO, DCO, CAREC, the World Bank, ADB, SCO, and CTO, etc. on matters relating to digital economy investment and cooperation.
- 5. Bilateral MoUs:** Assist in the negotiation, drafting, and processing of bilateral Memoranda of Understanding (MoUs) and agreements with foreign governments/organizations relating to digital economy and IT/Telecom cooperation.
- 6. Parliamentary Coordination:** Manage and support coordination with the Senate and National Assembly, including preparation of responses to parliamentary questions, briefs for committee proceedings and legislative business where required.
- 7. Ministry Reports:** Contribute to the preparation of the Ministry's annual and quarterly reports, documenting achievements and progress.
- 8. Initiatives/Events:** Support the planning and execution of national initiatives and events (e.g., Ramzan Package, BISP, Flood Response), ensuring the Ministry's effective participation and representation.
- 9. Minister's Office Coordination:** Coordinate with the Minister's Office, prepare talking points and briefing notes.
- 10. Ministry Initiatives/Projects:** Coordinate and track flagship Ministry initiatives and projects.
- 11. PSDP Projects Review:** Assist in the monitoring and review of PSDP-funded projects under the Ministry, tracking and implementation progress.
- 12. Emerging Technologies Policy & Coordination:** Formulate and coordinate policy on emerging technology areas including OTT services, IoT, smartphones (accessibility, financing, and device standards), fintech/digital financial services, and smart city initiatives, ensuring the regulatory framework keeps pace with evolving digital trends.
- 13. Other Duties:** Perform any other task assigned from time to time.

DELIVERABLES & PERFORMANCE INDICATORS:

1. Policy & Regulatory Coordination: Produce timely, quality inputs on taxation, budget, and regulatory proposals (in coordination with FBR, BoI, SIFC, PTA) resulting in at least one documented policy/regulatory improvement per year that reduces investment barriers.
2. International & Bilateral Engagement: Represent MoITT effectively at international platforms (CPEC, ECO, DCO, CAREC, WB, ADB, SCO, CTO) and progress bilateral MoUs/agreements for sector growth and investments.
3. Reporting & Parliamentary/Ministerial Support: Ensure on-time submission of quarterly/annual reports, parliamentary responses, and ministerial briefing notes.

DURATION:

Appointment of the **Digital Expert FDI, SPPS-II Scale** shall initially be made on contract basis initially for a period of two (2) years extendable for another term of two-year contingent upon result-based performance as per general criteria applicable for appointment against the positions of Special Professional Pay Scales (SPPS) already issued, or to be issued, from the Establishment Division of the Federal Government from time to time.

MANNER OF APPOINTMENT:

The appointment shall be made as per prescribed procedure of appointment in SPPS positions.

- a) The vacancy shall be advertised at least in two national leading newspapers and uploaded on its website of the Ministry and National Job Portal and also advertised.
- b) An in-house committee shall be constituted under the chair of the Additional Secretary, MoITT for scrutiny of the applications for placement before the Special Selection Board.
- c) The Special Selection Board for selection against the Special Professional Pay Scales shall recommend candidate(s) for appointment with the approval of the competent authority as per SPPS Policy of the Federal Government.

PAY PACKAGE:

The Digital Expert FDI, SPPS-II Scale, shall receive pay package of SPPS-II Scale in accordance with the SPPS Policy, 2024 of the Federal Government as amended from time to time.

LEAVE:

The incumbent shall earn leave on full pay @ 3 days per month for the period of duty. The leave shall be availed during the currency of contract period as per policy of the Federal Government.

TERMINATION OF CONTRACT:

The contract of **Digital Expert FDI, SPPS-II** shall be terminated according to the SPPS Policy of the Federal Government on one month's notice on 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 corresponding level of Civil Servants shall be applicable as per SPPS Policy of the Federal Government.

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

(Fahad Mahmud Mirza)

Section Officer (Admn)

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