

Government of Pakistan
Ministry of Information Technology and Telecommunication
DIGITAL PAKISTAN

JOB DESCRIPTION

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 post of **Director (ITU&UN) MP-III SCALE**, as per details given below:

The Director (ITU & United Nations) shall serve as the focal point for all matters relating to the International Telecommunication Union (ITU), United Nations agencies, and other relevant international and regional organizations in the field of Information and Communication Technologies (ICTs). The incumbent will assist Director General (IC) and Member (IC) in formulating and implementing strategies to advance Pakistan's interests in international ICT policy forums, strengthen global partnerships, mobilize technical and financial assistance, and align national digital transformation initiatives with international best practices and emerging technological trends.

The position plays a critical role in supporting the Government's vision of building a digitally empowered, knowledge-based economy through international cooperation, strategic engagement, and effective representation in multilateral ICT platforms.

JOB SPECIFICATION

QUALIFICATION:

PhD in Electrical Engineering, Electronics Engineering, Computer Engineering, Telecommunications Engineering, Computer Science, Information Technology, ICT-related disciplines, Public Policy, International Relations, Economics, Business Administration, or a related field with a minimum of three (03) years of relevant professional experience;

OR

Master's Degree in the above-mentioned disciplines with a minimum of five (05) years of relevant professional experience.

EXPERIENCE:

- Demonstrated experience in engagement with international and regional organizations, digital development, telecommunications, or technology sectors.
- Proven experience in policy development, international negotiations, multilateral cooperation, UN and strategic stakeholder management.
- Experience in managing large-scale projects, digital transformation initiatives, donor-funded programs, or international development projects.

- Strong understanding of global ICT governance, telecommunications policy, digital economy frameworks, and emerging technologies.
- Experience in resource mobilization, project design, donor engagement, and international partnership development.
- Excellent analytical, drafting, communication, negotiation, and presentation skills.
- Ability to interact effectively with senior government officials, international organizations, diplomats, development partners, and private-sector stakeholders.

AGE LIMIT:

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

JOB DESCRIPTION

- a) International Engagement and Representation
 - Lead and coordinate Pakistan's engagement with the International Telecommunication Union (ITU), United Nations agencies, and other international and regional organizations involved in ICT development and digital transformation.
 - Monitor, analyze, and report on developments within the ITU, UN agencies, and other relevant international forums, including policy, regulatory, technical, and development initiatives.
 - Coordinate national participation in international conferences, assemblies, council meetings, study groups, working groups, and high-level forums.
 - Develop national positions, policy briefs, speaking points, and strategic recommendations for senior leadership regarding international ICT negotiations and engagements.
 - Represent the Ministry and Government of Pakistan in meetings, negotiations, consultations, and diplomatic engagements related to ICTs and digital development.
- b) Policy Development and Strategic Planning
 - Assist to formulate policies and strategies to strengthen Pakistan's participation in global ICT governance and international digital cooperation frameworks.
 - Conduct policy analysis and provide expert advice on emerging issues including artificial intelligence, digital public infrastructure, cybersecurity, digital inclusion, broadband development, data governance, digital trade, and emerging technologies.
 - Ensure alignment of national ICT policies and regulatory frameworks with international standards, commitments, and best practices.
 - Support implementation of national digital transformation initiatives through strategic engagement with international partners and development organizations.
- c) Sustainable Development Goals (SDGs) and International Cooperation
 - Monitor global developments relating to the United Nations Sustainable Development Goals (SDGs), particularly those linked to digital transformation, connectivity, innovation, education, and inclusive growth.
 - Coordinate Pakistan's contributions to international ICT-related SDG initiatives and reporting mechanisms.
 - Develop partnerships with international development agencies, donor organizations, and

multilateral institutions to advance national digital development priorities.

- d) Resource Mobilization and Project Management
 - Lead the identification, development, and implementation of international cooperation projects in the ICT sector.
 - Prepare and negotiate project proposals for technical assistance, capacity-building programs, pilot initiatives, and digital transformation projects.
 - Oversee project implementation, monitoring, evaluation, and reporting to ensure achievement of objectives and compliance with donor requirements.
- e) Research, Innovation, and Knowledge Management
 - Conduct research and strategic analysis on global ICT trends, emerging technologies, international regulatory developments, and digital economy frameworks.
 - Benchmark Pakistan's ICT ecosystem against international best practices and recommend policy interventions to enhance competitiveness and innovation.
 - Coordinate studies, surveys, assessments, and technical missions involving international experts, consultants, and partner organizations.
 - Develop knowledge products, policy papers, concept notes, and strategic reports for senior management and policymakers.
- f) Stakeholder Management and Coordination
 - Develop and maintain effective working relationships with government ministries, regulatory authorities, diplomatic missions, international organizations, development partners, academia, and industry stakeholders.
 - Coordinate inter-ministerial consultations and stakeholder engagements on international ICT matters.
 - Facilitate high-level meetings, bilateral engagements, international delegations, and diplomatic consultations involving senior government officials and foreign representatives.
- g) Administrative and Regulatory Functions
 - Process and coordinate Pakistan's responses to international questionnaires, surveys, consultations, resolutions, and administrative obligations arising from ITU and UN engagements.
 - Scrutinize and process applications relating to international sector memberships, partnerships, and affiliations of national ICT stakeholders.
 - Prepare summaries, policy submissions, briefing materials, and official correspondence for senior management and government leadership.
 - Ensure effective management of budgetary, administrative, and operational matters relating to international cooperation activities.

Preferred Competencies

- Strategic leadership and decision-making.
- Policy analysis and regulatory understanding.
- International diplomacy and negotiation.
- Project and programme management.
- Financial and donor management.
- Research and analytical capability.
- Stakeholder engagement and partnership building.

- Public speaking and representation.
- Knowledge of ITU structures, processes, and governance mechanisms.
- Familiarity with UN systems, development frameworks, and multilateral cooperation mechanisms.
- Professional certifications in project management, digital transformation, cybersecurity, emerging technologies, or international development will be an added advantage.

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 his/her 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 along with 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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