

Government of Pakistan
Ministry of Information Technology and Telecommunication
NATIONAL INFORMATION TECHNOLOGY BOARD (NITB)

JOB OPPORTUNITIES

National Information Technology Board (NITB), an attached department of Ministry of IT & Telecom, is entrusted to promote and integrate National IT program by instilling IT interventions through BPR & e-Governance programs. NITB is in search of dynamic and talented individuals for the following positions as under:-

DIRECTOR - Human Resource (HR)
MP-III

The primary responsibility of the Director HR will be to ensure design and implementation of effective policy and procedures to build and maintain a highly motivated workforce for the organization. The incumbent will also assist senior management in addressing day to day HR issues.

Qualifications / Experience:

Ph.D in the field of Management / Business Administration / Public Administration / Human Resource (HR Related disciplines) with six (06) years post qualification professional experience in the relevant field, inclusive of three (03) years at managerial level **OR** Masters in the field of Management / Business Administration / Public Administration / Human Resource (HR Related disciplines) from HEC recognized local or foreign university, with ten (10) years post qualification professional experience in the relevant field, inclusive of three (03) years in managerial role.

The candidate must have i) Demonstrated strong interpersonal skills ii) Proven experience of managing successfully the HR life cycle including planning, recruiting, performance management etc. iii) Knowledgeable in modern best practices in the field of HR iv) Exhibited skillful negotiation techniques for transacting people v) Lead and successfully manage change management function.

Job Description:

- Develop review, improve and enforce best HR policies to strengthen merit, transparency and fairness in all areas of human resources.
- Ensure optimal utilization of available human capital and alignment of its output with the organization's goals and objectives through career planning, training and development.
- Manage and Develop systems and programs to achieve the efficiency of manpower cost keeping it within the limits of economic feasibility of business, insuring the competitive capacity of compensation system and providing suitable suggestions of amendments.

- Supervise all HR functions including recruitment & selection, performance management, job rotations, promotions, leave management, succession planning, payroll management and generating positive learning organizational culture & discipline in the organization.

Age Limit:

Minimum 35 Years

Maximum 62 years

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

CONDITIONS TO APPLY

- a) Management Position (MP) Scales recruitment will be governed by Management Position Scales Policy 2020 (reference Establishment Division's Office Memorandum No. 1/3/2020-E-6 dated June 22, 2020)
- b) In case of selection, candidates working in public/private Sector will have to either resign or seek retirement from their posts/service before joining new assignment. NOC from present employer, in case of Government Servants is mandatory at the time of applying.
- c) The initial period of contract appointment is three years (extendable).
- a. The positions offer salary package/benefits as admissible under the Government MPs Scales, **MP-II Scale (181,050-18,150-181,500)** and **MP-III scale (127,050-18,150-181,500)** (along with house rent, car monetization and utilities allowance.

Candidates meeting the above criteria should submit their applications at the URL address given below within **fifteen (15) days** of publication of the corrigendum. Candidates who prefer applying through post are required to fill in "**Application Form for MP Scales**" available on URLs given below, along with hardcopies of CVs/testimonials/CNIC at the address mentioned below within the specified period. Envelopes and applications/CVs should clearly indicate the specific "**Name of Post**" against which application is being submitted. Incomplete applications will not be entertained. NITB believes in gender equality.

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

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

(Syed Hussnain Abbas Kazmi)

Director General (Admin)

National Information Technology Board (NITB)

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