

**Government of Pakistan**  
**Ministry of Information Technology and Telecommunication**

**DIGITAL PAKISTAN**

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**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 **TECHNICAL ADVISOR – MP-I SCALE**, as per details given below:

**JOB SPECIFICATION**

A. **QUALIFICATION:**

Ph.D in Computer Science/Information Technology/Software Engineering/Computer Engineering/ Information System (ICT related disciplines) from HEC recognized local or international university of high ranking.

**OR**

Master's Degree in Computer Science/Information Technology/Software Engineering/Computer Engineering/ Information System (ICT related disciplines) from HEC recognized local or international university of high ranking.

**EXPERIENCE:**

Candidates with Ph.D are required to have fourteen (14) years post qualification experience in the relevant field including three years of senior management level positions.

Candidates with Master's Degree are required to have eighteen (18) years post qualification experience including three years of senior management level position.

The candidate's professional credentials should include the following:

- i. Envisaging and formulating project proposals pertaining to Computer Science/Information Technology/ Software Engineering/ Computer Engineering/ Information System Security/IT Management/Computer Information System in collaboration with related international and/or regional organizations.
- ii. Designing and implementation of Information Technology Tools and Information Management Systems and processes.
- iii. Implementation of IT & Telecom development programs through effective monitoring and control mechanisms/tools.
- iv. Policy and program reviews and evaluations.
- v. Drafting of various IT & Telecom related bills/legal documents.

- vi. Designing and implementing of various capacity building programs for IT & Telecom professionals.
- vii. Extensive knowledge of various IT & Telecom related policies, rules and regulations, relevant market players and national & international market dynamics.
- viii. Ability to communicate and interact with Senior Government Officials and other stakeholders effectively and excellent People Management Skills and to work with Public Sector Leadership.
- ix. Strong Technical, Analytical and Problem-Solving Skills to anticipate the critical technical and legal issues and to offer counter solutions.
- x. Ability to explore, study, and evaluate the existing direction and standards of the IT & Telecom industry in the country and to make necessary recommendations.
- xi. Ability to plan, develop and evaluate IT related programs for the Ministry.

**B. AGE LIMIT:**

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

**C. DURATION:**

Appointment of the Technical Advisor 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.

**D. DISQUALIFICATION:**

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

**E. 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 Technical Advisor 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.

## **E. JOB DESCRIPTION**

Under the overall supervision of the Minister-in-Charge and the concerned Secretary, Technical Advisor will be responsible to carry out, but will not be limited to, the following tasks for the Ministry of IT & Telecom and its allied Organizations (Department/Corporation/Company)

- i. Review the existing IT & Telecom Policies, Frameworks, Infrastructure, Constitutional Provisions and Rules of Business of the Ministry to identify the issues/gaps and suggest improvements / revisions thereof to optimally implement the mandate of the Ministry.
- ii. Study the latest Global and regional IT & Telecom related Best Practices with special focus on countries with similar socio-economic background in the field of IT & Telecom, and propose the relevant guidelines along with customized implementation strategies for the local industry
- iii. To oversee development programs of IT & Telecom sector in respect of the MoITT & T and the organizations under its administrative control with a view to:
  - a. Provide technical advice on the overall IT & Telecom related Public Sector Development Programme (PSDP) projects.
  - b. Initiate and facilitate regular technical meetings on national level to review program implementation and identify the measures/strategies to overcome Implementation bottlenecks.
  - c. Review Monitoring & Evaluation mechanism for IT & Telecom related development projects.
- iv. Assist in designing the framework for promotion of research and innovation through USF and R&D Companies.
- v. Undertake the review of existing H.R policies/ programs to assess their maturity, effectiveness and suitability and to suggest measures for capacity building and coordinate with different stakeholders to gauge HR needs of the industry and suggest measures to increase employment opportunities in ICT sector.
- vi. Extend technical advice on matters related to International Telecom Union (ITU), World Telecommunication Standardization Assembly (WTSA), Artificial Intelligence, Cyber Security, and Emerging Technology.
- vii. Render technical advice relating to drafting of various IT & Telecom related Acts, Rules, Regulations etc. including, but not limited to, Right of Way Rules, Competition Rules, Lawful Interception Rules, Data Protection Law, and Personal Data Protection Bill etc.
- viii. Review of existing policies and mechanism of IT exports & market access for Pakistan's IT/ITES companies and suggesting improvements, thereof.
- ix. To evaluate infrastructure readiness of the Federal Government and suggest measures for implementation of E-Government initiatives across the Federal Government.
- x. Extend technical advice with respect to MoUs/Agreements in ICT Sector with the foreign countries and to improve industry academia linkages.
- xi. Study the existing environment of manufacturing and services sector in the field of IT & Telecom and propose measures for improving the ease of doing business.
- xii. Any other task linked to TORs which may arise during contract period or assigned

## **DELIVERABLE TASKS AND TIMELINE**

The Technical Advisor will carry out, but will not be limited to, the following tasks for the Ministry of IT and Telecom and its allied Organizations (Department/Corporation/Company):

<b>Deliverable No.</b>	<b>Job Description/Deliverable</b>	<b>Time Frame</b>
	Undertake a comprehensive review of the IT & Telecom sector of the country and suggest measures for augmenting the Power potential to its Optimal level.	Upto 06 months from contract signing
	Formulate implementation framework of projects and ensure completion of these projects by assigning quantifiable targets and effective monitoring mechanism.	Upto 12 months from contract signing
	Suggest areas of cooperation in ICT Sector, which can be tapped for international assistance and suggest comprehensive implementation mechanism	Upto 18 months from contract signing
	Formulate short, medium and long terms capacity development plans for overall Human Resources Development in the Ministry of IT & Telecom	Upto 24 months from contract signing
	Suggest measures for complete transformation of Federal Government from Manual System to E-Office System	Upto 30 months from contract signing
	Suggest measures for improving industry-academia linkages	Upto 36 months from contract signing
	Extend technical advice on matters referred by organizations under the control of Ministry of IT & Telecom	To be disposed of on the basis of as and when received
	Technical advice relating to drafting of various IT & Telecom related Acts/Ordinances, Rules & Regulations etc.	

F. **PAY PACKAGE:**

The Technical Advisor shall receive pay package of MP-1 Scale in accordance with the Management Scale Policy

G. **LEAVE:**

The Technical Advisor shall earn leave in accordance with the Management Scales Policy

H. **CONFLICT OF INTEREST:**

The Candidates for appointment as Technical Advisor 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 Technical Advisor

I. **TECHNICAL ADVISOR TO BE PUBLIC SERVANT:**

The Technical Advisor 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).

J. **TERMINATION OF CONTRACT:**

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

**K. MONITORING AND EVALUATION:**

The performance of Technical Advisor shall be monitored by Secretary and Minister/Minister of State Minister In-charge. The Technical Advisor shall to the Secretary, IT and Telecom

**L. APPLICABILITY OF OTHER RULES:**

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

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**JOB DESCRIPTION**

**For the post of Technical Advisor, MP-I Scale**

- 1) Operational efficiency and Capacity Building of Ministry of IT and Telecom to improve effectiveness, efficiency and productivity of different wings of the Ministry.
- 2) Keep abreast with Global best practices in the field of IT and Telecom and propose relevant guidelines for the local industry.
- 3) Improve the weak Industry-Academia Linkages through support of other wings and organization of the Ministry.
- 4) Analyze existing environment of manufacturing in the ICT Sector and propose recommendations for cost/ease of doing business.
- 5) Analysis of completed PSDP Projects for effectiveness/performance and propose measures for improvement.
- 6) Coordinate with different stakeholders to gauge HR needs of the industry and make efforts for Employment Generation in ICT sector.
- 7) Any other assignment.

## Job Deliverable & Time Line

<b>Deliverable No.</b>	<b>Deliverable</b>	<b>Time Frame</b>
1.	Advice this Ministry of Telecom Policy related issue.	Upto 06 months from Contract signing
2.	Help on technical and market input for drafting of Right of Way Rules, Competition Rules, Lawful Interception Rules, Data Protection Law etc.	Upto 36 months from Contract signing
3.	Advice on Cyber Security related issue.	Upto 06 months from Contract signing
4.	Helping hand for monitoring and handling of program to bridge digital divide and for promotion of research and innovation through USF and R&D Companies.	Upto 18 months from Contract signing
5.	Help for drafting/implementation on Personal Data Protection Bill.	Upto 36 months from Contract signing
6.	Provide Technical expertise for ICT infrastructure readiness of the entire Federal Government Ministries/Divisions for e-Government Initiatives including e-Office.	Upto 24 months from Contract signing
7.	Ensure improving IT Exports & Market access for Pakistan IT/TeS Companies.	Upto 12 months from Contract signing
8.	Monitoring Citizen Centric Service relating e-Government initiatives.	Upto 36 months from Contract signing
9.	Provide expert opinion on Evaluation of MoUs/Agreements regarding areas cooperation in ICT sector proposed by foreign countries.	Upto 36 months from Contract signing
10.	Help on ITU, WTSA, Artificial Intelligence, Emerging Technology.	Upto 36 months from Contract signing
11.	Provide expert opinion on Capacity Building of Ministry of IT and Telecom to improve effectiveness, efficiency and productivity of different wings of the Ministry.	Upto 12 months from Contract signing
12.	Keep abreast with Global best practices in the field of IT and Telecom and propose relevant guidelines for the local industry.	Upto 12 months from Contract signing
13.	Improve the weak Industry-Academia Linkages through support of other wings and organization of the Ministry	Upto 06 months from Contract signing
14.	Analyze existing environment of manufacturing in the ICT Sector and propose recommendations for cost/ease of doing business.	Upto 06 months from Contract signing
15.	Analysis of completed PSDP Projects for effectiveness performance and propose measures for improvement.	Upto 06 months from Contract signing
16.	Coordinate with different stakeholders to gauge HR needs of the industry and make efforts for Employment Generation in ICT sector.	Upto 12 months from Contract signing
17.	Internal and external special initiatives as assigned by the hierarchy.	Upto 36 months from Contract signing

- a) Advice this Ministry of Telecom Policy related issue.
- b) Help on technical and market input for drafting of Right of Way Rules, Competition Rules, Lawful Interception Rules, Data Protection Law etc.
- c) Advice on Cyber Security related issue.
- d) Helping hand for monitoring and handling of program to bridge digital divide and for promotion of research and innovation through USF and R&D Companies.
- e) Help for drafting/implementation on Personal Data Protection Bill.
- f) Provide Technical expertise for ICT infrastructure readiness of the entire Federal Government Ministries/Divisions for e-Government Initiatives including e-Office.
- g) Ensure improving IT Exports & Market access for Pakistan IT/TeS Companies.
- h) Monitoring Citizen Centric Service relating e-Government initiatives.
- i) Provide expert opinion on Evaluation of MoUs/Agreements regarding areas cooperation in ICT sector proposed by foreign countries.
- j) Help on ITU, WTSA, Artificial Intelligence, Emerging Technology.
- k) Provide expert opinion on Capacity Building of Ministry of IT and Telecom to improve effectiveness, efficiency and productivity of different wings of the Ministry.
- l) Keep abreast with Global best practices in the field of IT and Telecom and propose relevant guidelines for the local industry.
- m) Improve the week Industry-Academia Linkages through support of other wings and organization of the Ministry
- n) Analyze existing environment of manufacturing in the ICT Sector and propose recommendations for cost/ease of doing business.
- o) Analysis of completed PSDP Projects for effectiveness performance and propose measures for improvement.
- p) Coordinate with different stakeholders to gauge HR needs of the industry and make efforts for Employment Generation in ICT sector.
- q) Internal and external special initiatives as assigned by the hierarchy.