

## Hiring for Project Positions Under DEEP PIU-Ignite

### TERMS OF REFERENCE

Announcement Reference no:	1-1/2024-IT	Date	24 September 2024		
Project	Digital Economy Enhancement Project (P174402)				
Position Name	Admin and HR Specialist, CITL (DEEP)	Position ID	PK-MOITT-444635-CS-INDV		
Vacancy	1	Type of Contract	Individual	Duration	05 Years

#### **BACKGROUND**

Digital Economy Enhancement Project (DEEP) is a World Bank assisted project with the objective to enhance the Government's capacity for digitally enabled public services delivery for citizens and businesses.

Ministry of IT & Telecom (MoITT) is the sponsoring agency of the project with execution support of (i) Board of Investment (BoI), (ii) National Database and Registration Authority (NADRA), (iii) National IT Board (NITB), and (iv) Ignite – National Technology Fund

#### **PROJECT DESCRIPTION**

DEEP aims to develop a framework and technology to promote digital services across Pakistan, significantly transforming citizen centric services nationwide. A key component is the establishment of Civic Innovation and Technology Labs (CITL), which will serve as collaborative platforms for citizens, government, startups, and academia to drive social innovation and address community challenges through technology.

Ignite - National Technology Fund, known for its expertise in technology entrepreneurship and innovation projects, is mandated to establish and operate CITL. By leveraging civic technology, Ignite, through this component, aims to enhance citizen engagement, improve citizen centric services, and foster transparency.

#### **OBJECTIVES OF THE ASSIGNMENT**

The Admin and HR Specialist is responsible for providing administrative and human resources support to the Civic Innovation and Technology Labs (CITL) component of the Digital Economy Enhancement Project (DEEP). Success in this position involves managing day-to-day office operations, coordinating HR activities, and ensuring compliance with policies and regulations. The Admin and HR Specialist plays a critical role in fostering a positive work environment and supporting the organization's staff.

The responsibilities include (but not limited to) the following:

- 1) Support the administrative and HR needs specific to the Civic Innovation and Technology Labs (CITL) component, aligning with DEEP project objectives.
- 2) Ensure that all HR and administrative activities related to the CITL component comply with the World Bank's standards and practices.
- 3) Support the Project Director Ignite PIU and other senior management in preparing for administrative and HR reviews and audits conducted by the World Bank.
- 4) Manage project operations, including facilities management, procurement, inventory control, and maintenance of office equipment and supplies.
- 5) Coordinate recruitment and hiring processes, including job postings, candidate screening, interview scheduling, and onboarding.
- 6) Maintain employee records, databases, and HRIS systems, ensuring accuracy, confidentiality, and compliance with data protection regulations.

#### **SCOPE OF THE ASSIGNMENT**

The work of the Admin and HR Specialist will include the following tasks (not limited to):

- 1) Coordinate employee training and development activities, including scheduling, logistics, and tracking of training completion.
- 2) Assist in the development and implementation of HR policies, procedures, and initiatives to support organizational / project objectives and compliance.
- 3) Provide administrative support to HR-related functions, such as performance management, disciplinary actions, and employee relations.
- 4) Respond to employee inquiries and requests for information related to HR policies, procedures, and benefits.
- 5) Coordinate employee recognition programs, events, and activities to foster employee morale and engagement.
- 6) Ensure compliance with relevant labor laws, regulations, and organizational policies related to employment and workplace practices.

#### **QUALIFICATION AND EXPERIENCE**

- 1) Minimum 16 years of education from a reputable/HEC recognized university, Human Resources Management, or a related field.
- 2) Minimum 5 years of post-qualification experience in administrative and HR roles, preferably in a non-profit or corporate environment.

<ol style="list-style-type: none"> <li>3) Knowledge of HR principles, practices, and regulations.</li> <li>4) Proficiency in Microsoft Office suite and HRIS software.</li> <li>5) Strong organizational and time management skills, with the ability to prioritize tasks and manage multiple deadlines.</li> </ol>
<p><b>ADDITIONAL SKILLS / EXPERTISE</b></p>
<ol style="list-style-type: none"> <li>1) Experience in World Bank or other donor-funded projects is beneficial.</li> <li>2) Excellent communication and interpersonal skills, with the ability to maintain confidentiality and professionalism.</li> <li>3) Attention to detail and accuracy in data management and record-keeping.</li> <li>4) Ability to work independently and collaboratively in a team environment.</li> <li>5) HR certification (e.g., PHR, SHRM-CP) is a plus.</li> </ol>
<p><b>SCHEDULE FOR THE ASSIGNMENT</b></p>
<p>The Admin and HR Specialist will be appointed on a contract basis for an initial period not exceeding two years which will be extendable further till the completion period of the project on a yearly basis after evaluation of the performance. This is a 05-year project.</p>
<p><b>REMUNERATION AND OTHER BENEFITS</b></p>
<ol style="list-style-type: none"> <li>1) Pay and financial benefits as per Project Pay Scale (PPS-9) of Federal Government of Pakistan.</li> <li>2) Leave(s) in accordance with the rules and regulations of Project Pay Scales of Federal Government of Pakistan.</li> <li>3) Training and travel expenses under the PIU Ignite as budgeted under the Project and approved by the World Bank and the Government of Pakistan.</li> </ol>
<p><b>REPORTING OBLIGATIONS</b></p>
<ol style="list-style-type: none"> <li>1) This position is based at Islamabad, Pakistan.</li> <li>2) The Admin and HR Specialist will report to the Director M&amp;E Ignite PIU, Digital Economy Enhancement Project (DEEP).</li> <li>3) The Admin and HR Specialist is required to follow all rules and directives of the World Bank and the Government of Pakistan for successful implementation of the project.</li> <li>4) The Admin and HR Specialist is required to follow working days and timings as per the directives of the Federal Government of Pakistan.</li> <li>5) The Admin and HR Specialist is required to report to work in an official attire.</li> </ol>

- 6) The Admin and HR Specialist is prohibited from working for any other party or a paid job, or taking any other assignment during the course of this contract without written approval from the Competent Authority.
- 7) The Admin and HR Specialist shall ensure that all the required reports for the CITL component of project are prepared on time in accordance with the requirements of the World Bank and the Government of Pakistan.

**SELECTION CRITERIA**

- 1) The applicant will be selected based on the following criteria

<b>Criteria</b>	<b>Points</b>
Educational Qualification	20
Work Experience	20
Additional Skills/ Expertise	10
Interview	50

**SUBMISSION**

Candidates meeting the required criteria should submit their applications at <http://www.njp.gov.pk> within 15 days of publication of the advertisement. No hard copy of application shall be accepted and all applications must be sent via NJP online. Shortlisted candidates who are working in Government sector are required to produce NOC at the time of interview.