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Government of Pakistan
Ministry of Information Technology and Telecommunication

DIGITAL NATION PAKISTAN

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TERMS OF REFERENCE

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Ministry of Information Technology and Telecommunication is entrusted to formulate policies aimed at improving the National Information and Communication Technology (ICT) Infrastructure and Services, to transform Pakistan into a knowledge-based economy by ensuring provision of reliable and affordable information and communication technology enabled services. For the purpose, Ministry IT&T invites applications from dynamic professionals for the post of **MEMBER (IT) – MP-I SCALE.**

Member IT will lead the transformation of IT into a digital-first approach, focusing on enhancing cybersecurity, innovation, privacy, and data protection. This role involves pioneering strategic policies, crafting new legislative frameworks, and overseeing the development of robust digital ecosystems. Member-IT will ensure that initiatives align with national and international standards, promoting Pakistan's socio-economic advancement while championing diversity and inclusion.

Detail is given below:

JOB SPECIFICATION

QUALIFICATION:

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

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

SKILLS: knowledge of digital technologies, strategic project management, international IT and digital standards, ability to manage and engage stakeholders, and work collaboratively.

EXPERIENCE:

Candidates with Ph.D are required to have seven (07) years professional experience in the relevant field including three (03) years of senior management level positions.

Candidates with Master's Degree are required to have nine (09) years professional experience including three (03) years of senior management level position.

The potential candidate is expected to:

a)   Lead the overall preparation and revision of Policies/legislation and other strategies required for enhancing digital economy of the country;

b)   Assist the Ministry in developing a vision for digital transformation, adoption of emerging technologies in governance, and cost-effective & efficient delivery of e-

Governance programs and accelerated digital transformation of the Federal Ministries/Division;

c)   Assist the Ministry in developing a vision for a national Research & Innovation Ecosystem by supporting entrepreneurship & collaborative innovation in the field of ICT that delivers benefit to both the IT and other sectors;

d)   Lead the agenda at the Ministry in building the national landscape for ensuring the security of the Cyber space.

e)   Assist Ministry in undertaking legislation for ensuring privacy of the citizen and personal data protection.

f)   Assist the Ministry in developing a holistic vision for Infrastructure (excluding telecom) and key programs including Technology Parks and Incubators/Accelerators to support broad cross-sector economic development;

g)   Lead the agenda of cloud adoption in governance across the country.

h)   Coordinate with the executing agencies of the Ministry in developing and evaluating proposals and plans, including those pertaining to cooperation/partnership with other countries and donor agencies;

i)   Contribute to the development of export growth strategies by evaluating proposals and initiatives for skill building, infrastructure development, branding etc.

j)   Evaluation of digital initiatives funded by the Ministry to ensure   timely completion for optimal socio-economic benefit;

k)   Articulate and develop support for the E-Government programs at the senior leadership level throughout the Government;

l)   Proactively identify areas where digital interventions can be helpful and to strategize measures for their digitalization through Business Process Re-engineering (BPR);

m)   Assist in the preparation of the annual development budget of the IT Ministry;

n)   Handle inter-ministerial and inter-governmental cases requiring technical assistance, participate on task forces and working groups and review meetings as and when necessary.

AGE LIMIT:

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

DURATION:
Appointment of the Member IT shall initially be made on contract for three (03) 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.

JOB DESCRIPTION/KEY RESPONSIBILITIES:

The potential candidate is expected to:

Strategic Policy and Legislative Leadership: Lead policy formulation, refinement and enhance supporting legislation in collaboration with the Ministry of IT to drive the digital economy, focusing on ecosystems that enhance privacy, data protection, and cybersecurity, Serve on pivotal boards to influence national policy directions.

Policy Implementation and Governance: Oversee the effective implementation of digital strategies, ensure alignment with national goals, spearhead the development of digital ecosystems through institutional frameworks, and enforce compliance with governmental standards.

Digital Transformation and Innovation: Champion the adoption of emerging technologies to transform governance and support a national innovation ecosystem that fosters entrepreneurship and advances ICT innovation. Promote cost-effective and efficient delivery of e-Governance programs across federal ministries and divisions.

Cybersecurity, data protection, and Infrastructure Development
Develop strategies to strengthen national cybersecurity & data protections, and oversee the creation of infrastructure such as cloud (excluding telecom), Technology Parks, and Incubators/Accelerators that bolster economic development and support innovative initiatives in collaboration with other stakeholders.

Human Capital and Export Growth: Enhance software export capabilities and human capital through strategic initiatives and institutional development. Lead policies that establish Pakistan as a tech destination of the world..

Stakeholder Engagement and Collaborations: Build and maintain relationships with government leader, donar agencies, corporations and global partners to ensure alignment with the national digital agenda, enhance digital transformation efforts, solicit technical support, knowledge exchange and integrate global best practices into local initiatives.

Diversity, Inclusion, and Equal Opportunity: Advocate for diversity and inclusion within the digital sector, promote policies that ensure equitable access for all, and uphold the government's commitment to non-discrimination.

Budgeting and Coordination Manage the ministry's budget preparation and coordinate cross-ministerial and governmental efforts to provide strategic and technical support for digital initiatives.

DELIVERABLE TASKS

The Member IT 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):

Deliverable
Preparing and driving national policies and strategies for promotion of digital economy, while ensuring data protection and cybersecurity.
Accelerating e-Governance adoption across Federal Govt. and cloud adoption by public sector entities across the country
Creating enabling ecosystems and institutions for digital transformation and ICT innovation.
Overseeing the development and impact evaluation of Ministry-funded digital initiatives.
Enhancing Pakistan's IT exports through skill-building and branding initiatives.
Promoting digital inclusion to ensure equitable access to technology for all citizens.

DISQUALIFICATION:

No person shall be eligible for appointment as Member IT, 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 Member IT 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) either at the time of appointment as Member IT or thereafter during such appointment was not cleared by designated clearing agency, the offer of appointment will be treated as with-drawn ab-initio; or
f) either at the time of appointment as Member IT or thereafter during such appointment the educational credentials of the selected candidate are found to be bogus, his/her appointment shall be treated as with-drawn ab-initio.

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 Member IT 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 shortlist the candidates for interview.
d) The Selection Committee/Board for appointment in the MP Scale shall recommend three most suitable candidates out of the shortlisted candidates for approval of the Prime Minister for appointment.

PAY PACKAGE:

The Member IT shall receive pay package of MP-I Scale in accordance with the Management Scale Policy, 2020 amended time to time and available at websites of Establishment Division and Finance Division Govt. of Pakistan.

LEAVE:

The Member IT shall earn leave in accordance with the Management Scales Policy, 2020 (amended time to time).

CONFLICT OF INTEREST:

The Candidates for appointment as Member IT 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 Member IT

MEMBER IT TO BE PUBLIC SERVANT:

The Member IT 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).

TERMINATION OF CONTRACT:

The contract of Member IT shall be terminated according to the MP Scale Policy, 2020 with one month's notice on either side or payment of one month's basic pay in lieu thereof.

MONITORING AND EVALUATION:

The performance of Member IT shall be monitored by the Additional Secretary/Special Secretary and Secretary IT&T. The Member IT shall report to the Secretary, IT and Telecom through the Additional Secretary/Special Secretary, IT&T.

APPLICABILITY OF OTHER RULES:

In respect of matters not specified here, the laws, rules, policies corresponding level of Civil Servants shall be applicable as per MP Scale Policy, 2020 of the Federal Government.

EQUAL OPPORTUNITY EMPLOYER
MoITT is committed to creating an inclusive environment that reflects the diversity of Pakistan. All qualified individuals are encouraged to apply.

http://www.moitt.gov.pk
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