



Ministry of Information Technology
& Telecommunication

DIGITAL PAKISTAN

Government of Pakistan
Ministry of Information Technology and Telecommunication
Job Opportunity

Ministry of Information Technology and Telecommunication (MoITT) is in process of construction of an Information Technology Park in Islamabad with partner funding from EXIM Bank Korea. The Ministry of Information Technology & Telecommunication intends to recruit dynamic and professional Project Director on open merit as per the following details: -

S No	Name of Position	No of Post	Eligibility Criteria /Qualification and Age Limit
1	Project Director (PPS 10)	01	<p><u>Qualification:</u> 18 Years of education. Must have a Bachelor's Degree in Civil Engineering and a relevant Master's degree from universities/institutes recognized by HEC. Certification in project management shall be preferred.</p> <p><u>Experience:</u> Minimum 15 years of relevant experience</p> <p><u>Skill Required:</u></p> <p>Project Director will be expected to have sound background in execution of similar engineering projects, he/she will be in-charge of the project and will be responsible for successful execution of the project.</p> <p>He/she shall draft project procurement documentation in line with guide lines issued by EXIM Bank, PEC and PPRA where applicable. Project Director shall implement quality standards during construction and ensure project schedule and cost compliance. He/she will also review project reports and documentation submitted by project consultants. Project Director shall report to Ministry on all project related matters. PD should be well versed with project planning and monitoring mechanisms using project management tools.</p> <p>Excellent communication/ presentation skills with fluency in written and spoken English.</p> <p>Ability to work under pressure and to resolve problems in an efficient manner</p> <p>Ability to lead and work effectively as part of a team</p> <p>Strong interpersonal skills and ability to work effectively at all levels in a collaborative team environment</p> <p><u>Upper Age Limit:</u> 50 Years</p>

- i. Applicants meeting the above required criteria should submit their applications at the URL **<http://www.njp.gov.pk>** within fifteen (15) days of publication of the advertisement.
- ii. Applicants interested to apply on prescribed format along with copy of CNIC and CV (Filled in Application Form and CV are Mandatory) which shall reach on the address mention below within specified time. The application form can be downloaded from the official website **<http://www.moitt.gov.pk>** of Ministry of Information Technology & Telecommunication, Islamabad.
- iii. Incomplete application will not be entertained. Only shortlisted candidates meeting the eligibility criteria will be called for test/interview. The detailed job description is available at Ministry's website.
- iv. No TA/DA is admissible for appearing in test/interview.
- v. The Ministry believes in gender equality.

(Naseem A.Khan Abbasi)
Deputy Secretary (Development)
Ministry of Information Technology and Telecommunication
7th Floor , Kohsar Block, Pak Secretariat Islamabad

Job Description

Qualification:

18 Years of education. Must have a Bachelors Degree in Civil Engineering and a relevant masters degree from universities/institutes recognized by HEC. Certification in project management shall be preferred.

Experience:

15 years of relevant experience

Skills Required:

Project Director will be expected to have sound background in execution of similar engineering projects, he/she will be in-charge of the project and will be responsible for successful execution of the project.

He/she shall draft project procurement documentation in line with guide lines issued by Exim bank, PEC and PPRA where applicable. Project Director shall implement quality standards during construction and ensure project schedule and cost compliance. He/she will also review project reports and documentation submitted by project consultants. PD should be well versed with project planning and monitoring mechanisms using project management tools.

Excellent communication/ presentation skills with fluency in written and spoken English. Ability to work under pressure and to resolve problems in an efficient manner

Ability to lead an and work effectively as part of a team.

Strong interpersonal skills and ability to work effectively at all levels in a collaborative team environment

Job Descriptions:

- Prepare project procurement plans and documentation and execute procurement procedures
- Closely interacts with project consultant during project design phase to ensure incorporation of project requirements.
- Ensures high quality standards during construction and monitor performance of contractors
- Continuous monitoring of project milestones and deliverables for proper utilization of funds in-line with project scope, objectives and rules & regulations
- Implement the project plan as devised by Project Director
- Overall responsible for project management, success/ failure and execution
- Perform milestone reviews with higher management and liaison with external organizations where necessary.

