

Government of Pakistan
Ministry of Information Technology and Telecommunication

DIGITAL PAKISTAN

TERMS OF REFERENCE

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 ICT enabled services. In this regard, this Ministry invites applications from dynamic professionals for the post of **Digital FDI Expert, SPPS-II Scale** as per details given below:

JOB SPECIFICATION

A. QUALIFICATION:

MBA or Master's Degree or equivalent qualification in Commerce/investment/trade/finance/economics from an HEC recognized local or international university of high ranking.

B. EXPERIENCE:

Minimum Eight (8) year professional experience in the relevant field in public or private sector.

The candidate's professional credentials should include the following:

- i. Experience in managing investment portfolio
- ii. Understanding of the national and international trade laws, rules, regulations, policies and regulatory framework for investment
- iii. Proven Track Record of Effective Engagement with international investment fora
- iv. Ability to develop export led international strategy for the IT and Telecom Sector
- v. Excellent Writing and Editing Skills
- vi. Analytical and Reporting Capabilities
- vii. Ability to Work in a Team Environment
- viii. Strong Communication and Presentation Skills
- ix. Envisaging and formulating project proposals pertaining to the ICT Sector in collaboration with related international and/or regional organizations.
- x. Ability to engage relevant stakeholders in the public and private sector

C. AGE LIMIT:

Maximum shall be calculated on the closing date for receipt of applications as per Government Policy on the Special Professional Pay Scales as amended from time to time.

D. DURATION:

Appointment of the **Digital FDI Expert, SPPS-II Scale** shall initially be made on contract basis initially for a period of two (2) years extendable for another term of two-year contingent upon result based performance as per general criteria applicable for appointment against the positions of Special Professional Pay Scales (SPPS) already

issued, or to be issued, from the Establishment Division of the Federal Government from time to time.

E. DISQUALIFICATION:

No person shall be eligible for appointment as **Digital FDI Expert, SPPS-II Scale** 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).

F. MANNER OF APPOINTMENT:

- a) The appointment shall be made as per prescribed procedure of appointment in SPPS positions.
- b) The vacancy shall be advertised at least in two national leading newspapers and uploaded on its website of the Ministry and National Job Portal and also advertised.
- c) An in-house committee shall be constituted under the chair of the Additional Secretary, MoITT for scrutiny of the applications for placement before the Special Selection Board.
- d) The Special Selection Board for selection against the Special Professional Pay Scales shall recommend candidate(s) for appointment with the approval of the competent authority as per SPPS Policy of the Federal Government.

JOB DESCRIPTION

Under the overall supervision of the Minister-in-Charge/Minister of State and the concerned Secretary, **the Digital FDI Expert, SPPS-II Scale** shall be responsible to carry out the following tasks for the Ministry of IT and Telecom and its allied Organizations/ Departments/Corporations/Companies:

- i. He/she will prepare export led investment proposals and projects, will vet all investment proposals received from the private sector.
- ii. He/she will identify investment potential in the IT and Telecom sector focused on national needs and sustainability requirement.
- iii. He/she will coordinate with the Digital Cooperation Organization (DCO), World Economic Forum (WEF) to develop digital Foreign Direct Investment (FDI) proposals in collaboration with DCO members and other stakeholders.
- iv. Preparation of investment proposals for international markets
- v. Study the latest global and regional best practices for attracting digital FDI with special focus on countries with similar socio-economic background. Propose the relevant guidelines with customized implementation strategies for the local industry to attract foreign direct investment. Develop SOPs.
- vi. Stakeholder engagement and preparation of communication strategy
- vii. Recommendation for creating an enabling environment for digital FDI.
- viii. Any other task as and when assigned by the Ministry

PAY PACKAGE:

The Digital FDI Expert, SPPS-II Scale shall receive fixed salary package (all inclusive) of SPPS-II Scale ranging from Rs.1.000 Million to Rs.1.490 Million negotiable at the time of interview

LEAVE:

The incumbent shall earn leave on full pay @ 3 days per month for the period of duty. The leave shall be availed during the currency of contract period as per policy of the Federal Government.

CONFLICT OF INTEREST:

The candidates for appointment as **Digital FDI Expert, SPPS-II** shall have to 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.

TECHNICAL ADVISOR TO BE PUBLIC SERVANT:

The **Digital FDI Expert, SPPS-II** when acting or purporting to act in pursuance of any of the provisions of the rules, framed by the Federal Government, 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 **Digital FDI Expert, SPPS-II** shall be terminated according to the SPPS Policy of the Federal Government on one month's notice on either side or payment of one month's basic pay in lieu thereof.

MONITORING AND EVALUATION:

The performance of the **Digital FDI Expert, SPPS-II** shall be monitored by the Secretary and Minister/Federal Minister/Minister of State Minister. **He/she shall report to the Secretary, IT and Telecom through the Additional Secretary, MoITT.**

APPLICABILITY OF OTHER RULES:

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

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

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