

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 **two (2) posts of Research Fellow, SPPS-IV Scale** as per details given below:

JOB SPECIFICATION

A. QUALIFICATION:

Master's Degree or equivalent qualification in Computer Science / Information Technology / Information Management System / Network and Telecommunication / Software Engineering and Cloud (ICT related disciplines) an HEC recognized local or international university of high ranking.

B. EXPERIENCE:

Minimum three (3) year professional experience in the relevant field in public or private sector.

The candidate's professional credentials should include the following:

- i. Understanding of the national and international laws, rules, regulations, policies and regulatory framework in the IT and Telecom Sector
- ii. Excellent Writing and Editing Skills
- vi. Analytical and Reporting Capabilities
- vii. Familiarity with Social Media Monitoring Tools
- viii. Ability to Work in a Team Environment
- ix. Strong Communication and Presentation Skills
- x. Ability to prepare policy brief

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 **Research Fellow, SPPS-IV 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 **Research Fellow, SPPS-IV 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 Research Fellow, SPPS-IV 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. Research on the global & regional best practices in IT and Telecom Sector with special focus on countries with similar socio-economic background.
- ii. Analysis and comparison of key IT and Telecom indicators, trend analysis and forecasting IT related data compilation and its analysis
- iii. Preparation of project documents & policy briefs.
- iv. Follow up and Monitoring of key initiatives of MoITT.
- v. Preparation of policy briefs
- vi. Data gathering and data analysis.
- vii. Any other task as and when assigned by the Ministry

PAY PACKAGE:

The Research Fellow, SPPS-IV Scale shall receive fixed salary package (all inclusive) of SPPS-IV Scale up to Rs.500,000/- 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 **Research Fellow, SPPS-IV** 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.

RESEARCH FELLOW TO BE PUBLIC SERVANT:

The **Research Fellow, SPPS-IV** 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 **Research Fellow, SPPS-IV** 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 **Research Fellow SPPS-IV** shall be monitored by the Head of Wing of the Ministry through his reporting officer.

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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