

Government of Pakistan

Ministry of Information Technology and Telecommunication

DIGITAL PAKISTAN

JOB OPPORTUNITIES

Ministry of Information Technology invites application from dynamic professionals for the post of **MEMBER (INTERNATIONAL COORDINATION) – MP-I SCALE**, as per details given below:

QUALIFICATION:

Ph.D in Engineering (Electrical, Electronics, Computer, ICT related disciplines) /Management/Business Administration/International Relations from HEC recognized local or foreign university with 07 years of professional experience

OR

Master's Degree (equivalent to 18 years of Education) in Engineering (Electrical, Electronics, Computer, ICT related disciplines)/Management/Business Administration/International Relations from HEC recognized local or foreign university with 09 years of professional experience.

EXPERIENCE:

Candidates with Ph.D are required to have at least seven (07) years of experience in the relevant field.

Candidates with Master's Degree are required to have at least nine (09) years of experience in the relevant field.

The candidate's professional credentials should include the following:

1. Experience of liaison with international and regional organizations in the field of ICTs.
2. Excellent people management skills, and have the ability to work with public sector leadership.
3. Effective communication skills required to interact with senior government official and other stake holders as appropriate.
4. Experience of preparation of comprehensive strategy to increase IT and Telecom Import & Export.
5. Capacity to increase IT Export & Earn foreign exchange through diplomatic channels.
6. Experience of representing the country's perspective at international forums.
7. Experience of envisaging and formulating project proposals pertaining to ICT in collaboration with international and regional ICT related organizations.
8. Should possess diplomatic skills.

AGE LIMIT: Maximum 62 years

DURATION

Appointment of Member (IC) shall initially be made on contract for a period of three years which will be extendable for a further period of two years (on year to year basis) on the recommendation of Performance Evaluation Committee in accordance with prescribed performance evaluation of MP Scale positions.

DISQUALIFICATION

No person shall be eligible for appointment as Member (IC), who:

1. Has been or is dismissed from service as a consequence of disciplinary proceedings.
2. Has been or is convicted by a court of competent jurisdiction, for an offense involving moral turpitude,
3. Either at the time of appointment as Member (IC) or thereafter during such appointment was not or is not a citizen of Pakistan,
4. Benefits from the National Reconciliation Ordinance, 2007 (LX of 2007).

MANNER OF APPOINTMENT

1. The appointment shall be made as per prescribed procedure of appointment in MP-I Scale position.
2. The vacancy of Member (IC) shall be uploaded by the Ministry of IT on its website and also advertised in national newspapers.
3. A scrutinized committee shall be constituted with the approval of Secretary, IT for scrutinization of applications.
4. The Selection Committee for appointment in the MP Scale shall recommend three most suitable candidates out of the shortlisted candidates for approval of the Prime Minister.

JOB DESCRIPTION/DELIVERABLE TASKS AND TIMELINE

The Member (IC) will carry out, but will not be limited to, the following tasks for the Ministry of IT & Telecom and its allied organizations/departments/corporation/companies.

Sr. No.	Job Description/Deliverables
1.	Lead the International Coordination Wing at the IT & Telecom Division, Ministry of Information Technology.
2.	Provide expert technical advice and information to the management on strategic matters at international level.
3.	Serve as focal point within the Ministry of Information Technology for coordination, cooperation and consultation with international/regional and foreign organizations, and with counterpart foreign governments.

4.	Co-ordinate research and analysis of the latest and emerging trends in the ICT environment to identify new concepts and relevant issues in coordination with the other wings of the Ministry.
5.	Coordinate with international agencies and develop national plans/policies based upon the best international practices.
6.	Preparation of comprehensive strategy to increase IT and Telecom Import & Export.
7.	Coordination with stakeholder working in silos to have broad based policy framework for increase of IT and Telecom Import & Export.
8.	Ensure effective and active participation of the country at IT and telecom related international foras.
9.	Collect technical information/papers/proposals/documents from international and regional organization, and subsequently disseminate information, IT and Telecom standards among the stakeholders after consultation with other wings of MoIT.
10.	Uplift the face of the ICT industry of Pakistan in International forums.
11.	Establish new or improve the existing mechanisms of information sharing both at local level and international level.
12.	Provide expert advice to the Minister/Secretary for participation in international/regional events; and develop and coordinate the international travel plan for participation in these events. Subsequent follow-up of all foreign visits of MoIT, collect reports and follow-up on action points.
13.	Ensure that periodic reports about policy implementation are being submitted to the Ministry
14.	Secure training opportunities from national/international agencies and coordinate efficiently with different stakeholders in the country.
15.	Ensure internal coordination so that valuable training opportunities through fellowship or otherwise are not lapsed.
16.	Develop and maintain comprehensive database of training opportunities secured along with the relevant information of the beneficiaries for even disbursement among the stakeholders.
17.	Prepare and update National Digital Access Indicators based on the ITU Guidelines and act as a resource pool for statistics in the ICT Sector.

18.	Coordinate the preparation for meetings, seminars, workshops and conferences and subsequent follow-up.
19.	Evaluate ICT sector profile of a country for preparation of proposals for Joint Ministerial Commissions, Joint Economic Commissions or any bilateral forum in the field of ICTs.
20.	Coordinate preparation of country proposals for seeking technical collaboration of an international or regional organization in a specific field of ICTs

PAY PACKAGE

The Member (IC) shall receive pay package of MP-I Scale in accordance with the MP Scale Policy of Federal Government.

LEAVE

The Member (IC) shall earn leave of MP-I Scale in accordance with the MP Scale Policy of Federal Government.

CONFLICT OF INTEREST

The candidates for appointment of Member (IC) shall have to seek retirement/resignation from his/her 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 (IC).

MEMBER (IC) TO BE PUBLIC SERVANT

The Member (IC) 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 Panel Code (Act XLV of 1980).

TERMINATION OF CONTRACT

The contract of Member (IC) shall be terminated by giving 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 (IC) shall be monitored by Secretary and Minister/Minister for/Minister Incharge. The Member (IC) shall report to the Secretary IT & Telecom through 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.

(Ejaz Ahmad)

Section Officer (Admn)

Ministry of Information Technology
and Telecommunication

7th Floor, Kohsar Block, Pak Secretariat, Islamabad

Tele: 9210228, 9209785