

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 information and communication technology enabled services. In this regard, this Ministry invites applications from dynamic professionals for the post of **Technical Adviser on Digital Transformation (SPPS-I)**, as per details given below:

JOB SPECIFICATION

A. QUALIFICATION:

Master's Degree or equivalent qualification in any ICT related discipline or MBA with specialization in Change Management from an HEC recognized local or international university of high ranking.

EXPERIENCE:

Minimum ten (10) year professional experience in the relevant field in public or private sector including three (3) year experience at senior management level.

The candidate's professional credentials should include the following:

- a) Experience of successfully leading and implementing programs/projects in complex technical environments with ownership and full accountability.
- b) A proven track record of managing an ICT function within a large ICT consultancy or IT/Telecommunication Service Provider/Public Sector ICT organizations or vendor.
- c) A Successful track record of initiating and supporting large-scale organizational change management of the ICT transformation.
- d) The capability to develop and drive vision for using e-Government as change drivers.
- e) Proven record of strategic planning and management skill drives and implementation programme to spear accelerated digitalization and embed a transformational change in the delivery of Accelerated Digitization - in collaboration with all stakeholders
- f) Sufficient understanding and competency in areas of digital transformation, software engineering management, 4G/5G/LTE connected services, e-commerce, project management office, business intelligence, data analytics, mobile financial services, network rollout, etc.
- g) Demonstrate in-depth understanding of state-of-the-art emerging Digital Technologies with strong analytical, project management and business process re-engineering experience including hybrid project management practices, like waterfall and Agile/Scrum, enterprise applications development, networking & server technologies, standards & interfaces and open source systems.
- h) Effective collaboration leadership experience with excellent written communication skills and negotiation and relationship building with and the ability to interact and manage diverse

stakeholders, including various Federal Government departments and the public sector entities.

- i) Envisaging and formulating project proposals pertaining to Computer Science/Information Technology/ Software Engineering/ Computer Engineering/ Information System Security/IT Management/Computer Information System in collaboration with related international and/or regional organizations.
- j) Designing and implementation of Information Technology Tools and Information Management Systems and processes.
- k) Ability to communicate and interact with Senior Government Officials and other stakeholders effectively and excellent people management skills and to work with public sector leadership.
- l) Strong technical, analytical and problem-solving skills to anticipate the critical technical and legal issues and to offer counter solutions.
- m) Ability to explore, study, and evaluate the existing direction and standards of the IT & Telecom industry in the country and to make necessary recommendations.
- n) Ability to plan, develop and evaluate IT and telecom related programs for the Ministry.

B. AGE LIMIT:

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

C. DURATION:

Appointment of the **Technical Adviser on Digital Transformation (SPPS-I)** 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 Special Professional Pay Scales already issued, or to be issued, from the Establishment Division of the Federal Government from time to time.

D. DISQUALIFICATION:

No person shall be eligible for appointment as **Technical Adviser on Digital Transformation (SPPS-I)**, 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 Adviser on Digital Transformation** or thereafter during such appointment was not or is not a citizen of Pakistan; or
- d) He has availed benefits from the National Reconciliation Ordinance, 2007 (LX of 2007).
- e) either at the time of appointment as **Technical Adviser on Digital Transformation** or thereafter during such appointment was not cleared by the designated clearing agency of the Federal Government, the offer of appointment, if already issued, will be treated as with-drawn ab-initio; or
- f) either at the time of appointment as **Technical Adviser on Digital Transformation** 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.

E. MANNER OF APPOINTMENT:

- a) The appointment shall be made as per **General Criteria** applicable for recruitment against the **Special Professional Pay Scales** already issued from the Establishment Division or as amended from time to time.
- b) The vacancy of the **Technical Adviser on Digital Transformation** shall be uploaded by the Ministry of IT and Telecom on the National Job Portal (NJP) and its website. It shall also be advertised in at least two national leading newspapers of nation-wide circulation.
- 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 Prime Minister.

F. JOB DESCRIPTION:

The potential candidate is expected to:

- Advise the Ministry on the overall preparation and revision of the existing and new policies, procedures, programs and other documents on the IT and telecom sector.
- Advise the Ministry in developing a vision for an E-Government Services Ecosystem that promotes cloud, Open source and Reusability for the cost-effective and efficient delivery of e-Governance programs and Accelerated Digitization of the Federal Ministries/Divisions;
- Prepare a vision for a national R&D Ecosystem for the cost-effective and efficient delivery of entrepreneurial & collaborative innovation in the field of IT that delivers benefit to both the IT and other export sectors;
- Advise the Ministry in developing a vision for holistic Technology Parks and Technology Incubators to fully exploit IT both as an economic sector in its own right and as an enabler of broad cross-sector economic development;
- Facilitate 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;
- Evaluate proposals and conduct analysis and studies on diverse topics pertaining to the IT and telecom sector.
- Articulate and develop support for the E-Government program at the senior leadership level throughout the Government;
- Proactively identify areas where IT interventions can be helpful and to strategize measures for their automation through Business Process Re-engineering (BPR);
- Handle inter-ministerial cases requiring technical assistance, participate on task forces and working groups and review meetings as and when necessary.
- Any other task(s) to be assigned by the Ministry from time to time.

DELIVERABLE TASKS

The Technical Adviser will carry out the following tasks for the Ministry of IT and Telecom and its allied Organizations (Department/Corporation/Company):

S.No.	Deliverable	Duration
1	Undertake a comprehensive review of the IT & Telecom sector of the country and suggest measures for augmenting the power potential to its	First one month

	optimal level.	
2	Review of all the thirteen (13) different draft policies already uploaded on website of the Ministry for consultation with the respective stakeholders and appropriate recommendation on each policy for improvement to facilitate its implementation	Within four months from appointment
3	Suggest areas of cooperation in ICT Sector, which can be tapped for international assistance and suggest comprehensive implementation mechanism	As and when required by the Ministry
4	Suggest measures for complete transformation of Federal Government from Manual System to E-Office System	Within one month from appointment
5	Suggest measures for improving industry-academia linkages	Within one month from appointment
6	Extend technical advice on matters referred by organizations under the control of Ministry of IT & Telecom	As and when required
7	Propose amendments for improvement in the Digital Pakistan Policy and the National Telecom Policy and advise on other policies for development and regulation of the IT and Telecom Sector	During the 2 nd year of appointment
8	Provide research and analysis in support of MoITT policy initiatives and support for consultations with other stakeholders, speeches to be delivered at the national and international fora and position papers, etc.	As and when required
9	Advice to provide techno-economic modeling in the major government initiatives to increase rural and urban connectivity and quality of services at an affordable competitive price.	As and when required
10	Any other task assigned by the Ministry	As and when assigned

G. PAY PACKAGE:

The Technical Adviser on Digital Transformation shall receive fixed salary package (all inclusive) of SPPS-I Scale ranging from Rs.1,500,000/- to Rs.2,000,000/- negotiable at the time of interview as per SPPS Policy of the Federal Government.

H. 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.

I. CONFLICT OF INTEREST:

The candidates for appointment as **Technical Adviser on Digital Transformation** 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 **Technical Adviser on Digital Transformation**.

J. ADVISER TO BE PUBLIC SERVANT:

The Technical Adviser on Digital Transformation appointed against SPPS-I 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).

K. TERMINATION OF CONTRACT:

The contract of Technical Adviser on Digital Transformation shall be terminated according to the Policy of the Federal Government on SPPS with one month's notice from either side or payment of one month's basic pay in lieu thereof.

L. MONITORING AND EVALUATION:

The performance of the Technical Adviser on Digital Transformation shall be monitored by the Secretary and Minister/Federal Minister/Minister of State Minister. The Member IT shall report to the Secretary, IT and Telecom through the Additional Secretary, MoITT.

M. 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 policy of the Federal Government on SPPS.

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

(Ejaz Ahmed)

Section Officer (Admn)

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