

Hiring for Project Positions Under DEEP PIU-Ignite

TERMS OF REFERENCE

Announcement Reference no:	1-1/2024-IT	Date	11 August 2024		
Project	Digital Economy Enhancement Project (P174402)				
Position Name	Project Director Ignite PIU, (DEEP)	Position ID	PK-MOITT-444630-CS-INDV		
Vacancy	1	Type of Contract	Individual	Duration	5 Years

BACKGROUND

Digital Economy Enhancement Project (DEEP) is a World Bank assisted project with the objective to enhance the Government's capacity for digitally enabled public services delivery for citizens and businesses.

Ministry of IT & Telecom (MoITT) is the sponsoring agency of the project with execution support of (i) Board of Investment (BoI), (ii) National Database and Registration Authority (NADRA), (iii) National IT Board (NITB), and (iv) Ignite – National Technology Fund

PROJECT DESCRIPTION

DEEP aims to develop a framework and technology to promote digital services across Pakistan, significantly transforming citizen centric services nationwide. A key component is the establishment of Civic Innovation and Technology Labs (CITL), which will serve as collaborative platforms for citizens, government, startups, and academia to drive social innovation and address community challenges through technology.

Ignite - National Technology Fund, known for its expertise in technology entrepreneurship and innovation projects, is mandated to establish and operate CITL. By leveraging civic technology, Ignite, through this component, aims to enhance citizen engagement, improve citizen centric services, and foster transparency.

OBJECTIVES OF THE ASSIGNMENT

The Project Director - Ignite PIU is responsible for overseeing the planning, implementation, and evaluation of the Civic Innovation and Technology Labs (CITL) component of the Digital Economy Enhancement Project (DEEP). Success in this position involves effectively managing project resources, timelines, and stakeholders to achieve project goals and objectives. The Project Director plays a pivotal role in ensuring project success and driving the project towards enhancing citizen participation and liaison with the government organizations in development and delivery of digital services.

The responsibilities include (but not limited to) the following:

- 1) Develop project plans, objectives, deliverables, and timelines, in collaboration with project stakeholders.
- 2) Development of strategy for enhanced participation of citizens in development of digital solutions that affect them.
- 3) Development and execution of the core plan to develop liaison between the government organizations and citizens for effective delivery of the digital services.
- 4) Engage with management partners to ensure that the Key Performance Indicators are achieved.
- 5) Coordinate project activities, resources, and teams to ensure timely and successful project implementation.
- 6) Monitor project progress, identify risks and issues, and implement mitigation strategies to address challenges.
- 7) Communicate project updates, milestones, and outcomes to stakeholders, including senior management within Ignite, MoITT, World Bank, and partners.
- 8) Manage project budgets, expenditures, and financial reporting, ensuring compliance with funding requirements and organizational policies.
- 9) Lead project evaluation and impact assessment activities to measure project effectiveness and inform continuous improvement.
- 10) Foster collaboration and teamwork among project staff and stakeholders to maximize project impact and outcomes.
- 11) Represent the organization and its projects in meetings, conferences, and other forums to promote visibility and build partnerships.

12) Ensure adherence to project management best practices, ethical standards, and relevant regulations.

SCOPE OF THE ASSIGNMENT

The work of the Project Director - Ignite PIU will include the following tasks (not limited to):

- 1) Provide guidance in preparing Annual Work Plan and budgets for the implementation agencies and finalize the Annual Budget and Work Plan for Civic Innovation and Technology Labs (CITL) component of the Digital Economy Enhancement Project (DEEP).
- 2) Coordinate and manage communication activities between various agencies involved in the Project.
- 3) Oversee and coordinate the work of the PIU - Ignite.
- 4) Implement the Project to achieve the agreed development objective, and in conformity with the financing agreement.
- 5) Effectively organize and coordinate and monitor the implementation of project activities, including impact monitoring and development of appropriate indicators.
- 6) Identify problems as they arise during implementation and take timely remedial action.
- 7) Disseminate Project reports and respond to queries from concerned stakeholders.
- 8) Participate in review/evaluation of Project reports and documents and participate in funding agency review missions and review carried out by implementing agencies

QUALIFICATION AND EXPERIENCE

- 1) Minimum 16 years of education from a reputable/ HEC-recognized university in Business Administration, Project Management, ICT, Public Administration, Social Sciences, Development Studies, Humanities or a related field.
- 2) Minimum 10 years of post-qualification experience in project management, preferably in the development/ Public sector.
- 3) Proven track record of successfully managing complex projects from inception to completion.
- 4) Experience in budget management, financial analysis, and reporting.
- 5) Knowledge of project management methodologies and tools.

ADDITIONAL SKILLS / EXPERTISE

- 1) Experience in World Bank or other donor-funded projects is beneficial.
- 2) Ability to work effectively in a multicultural environment and with diverse stakeholders.
- 3) PMP or PRINCE2 certification is desirable.
- 4) Strong leadership, communication, and interpersonal skills.
- 5) Excellent problem-solving and decision-making abilities.

SCHEDULE FOR THE ASSIGNMENT

The Project Director Ignite PIU will be appointed on a contract basis for an initial period not exceeding two years which will be extendable further till the completion period of the project on a yearly basis after evaluation of the performance. This is a 5-year project.

REMUNERATION AND OTHER BENEFITS

- 1) Pay and financial benefits as per Project Pay Scale (PPS-11) of Federal Government of Pakistan.
- 2) Leave(s) in accordance with the rules and regulations of Project Pay Scales of Federal Government of Pakistan.
- 3) Training and travel expenses under the PIU Ignite as budgeted under the Project and approved by the World Bank and the Government of Pakistan.

REPORTING OBLIGATIONS

- 1) This position is based at Islamabad, Pakistan.
- 2) The Project Director Ignite PIU will report to the Program Director PMU, Digital Economy Enhancement Project (DEEP).
- 3) The Project Director Ignite PIU is required to follow all rules and directives of the Government of Pakistan and the World Bank for successful implementation of the project.
- 4) The Project Director Ignite PIU is required to follow working days and timings as per the directives of the Federal Government of Pakistan.
- 5) The Project Director Ignite PIU is required to report to work in an official attire.

- 6) The Project Director Ignite PIU is prohibited from working for any other party or a paid job, or taking any other assignment during the course of this contract without written approval from the Competent Authority.
- 7) The Project Director Ignite PIU shall ensure that all the required reports for the CITL component of project are prepared on time in accordance with the requirements of the Government of Pakistan and the World Bank.

SELECTION CRITERIA

- 1) The applicant will be selected based on the following criteria

Criteria	Points
Educational Qualification	20
Work Experience	20
Additional Skills/ Expertise	10
Interview	50

SUBMISSION

Candidates meeting the required criteria should submit their applications at <http://www.njp.gov.pk> within 15 days of publication of the advertisement. No hard copy of application shall be accepted and all applications must be sent via NJP online. Shortlisted candidates who are working in Government sector are required to produce NOC at the time of interview.

Hiring for Project Positions Under DEEP PIU-Ignite

TERMS OF REFERENCE

Announcement Reference no:	1-1/2024-IT	Date	11 August 2024		
Project	Digital Economy Enhancement Project (P174402)				
Position Name	Director Outreach and Communications, CITL, (DEEP)	Position ID	PK-MOITT-444631-CS-INDV		
Vacancy	1	Type of Contract	Individual	Duration	5 Years

BACKGROUND

Digital Economy Enhancement Project (DEEP) is a World Bank assisted project with the objective to enhance the Government's capacity for digitally enabled public services delivery for citizens and businesses.

Ministry of IT & Telecom (MoITT) is the sponsoring agency of the project with execution support of (i) Board of Investment (BoI), (ii) National Database and Registration Authority (NADRA), (iii) National IT Board (NITB), and (iv) Ignite – National Technology Fund

PROJECT DESCRIPTION

DEEP aims to develop a framework and technology to promote digital services across Pakistan, significantly transforming citizen centric services nationwide. A key component is the establishment of Civic Innovation and Technology Labs (CITL), which will serve as collaborative platforms for citizens, government, startups, and academia to drive social innovation and address community challenges through technology.

Ignite - National Technology Fund, known for its expertise in technology entrepreneurship and innovation projects, is mandated to establish and operate CITL. By leveraging civic technology, Ignite, through this component, aims to enhance citizen engagement, improve citizen centric services, and foster transparency.

OBJECTIVES OF THE ASSIGNMENT

The Director Outreach and Communication is responsible for developing and implementing communication strategies to engage stakeholders, raise awareness, and promote the mission and initiatives of the Civic Innovation and Technology Labs (CITL) component of the Digital Economy Enhancement Project (DEEP). Success in this position involves effectively communicating key messages, building relationships with stakeholders, and leveraging various communication channels to reach target audiences.

The responsibilities include (but not limited to) the following:

- 1) Act as a key point of contact for all communications related to Civic Innovation and Technology activities within the DEEP project, ensuring consistent and coherent messaging.
- 2) Develop and implement comprehensive communication strategies to promote the Civic Innovation and Technology Labs (CITL) mission, initiatives, and achievements.
- 3) Support the Project Director Ignite PIU in preparing for World Bank reviews, audits, and evaluation visits by providing relevant communication materials and insights.
- 4) Identify target audiences, key messages and tailor communication materials and channels accordingly.
- 5) Manage the organization's/ Project's website, social media platforms, and other digital communication channels to enhance visibility and engagement.
- 6) Produce high-quality content, including articles, press releases, newsletters, and multimedia materials, to communicate key messages effectively.
- 7) Coordinate media relations activities, including press releases, media briefings, and interviews, to generate positive media coverage.
- 8) Organize events, workshops, and outreach activities to engage stakeholders and promote dialogue on relevant issues.

SCOPE OF THE ASSIGNMENT

The work of the Director Outreach and Communication will include the following tasks (not limited to):

- 1) Ensure compliance with the World Bank's communication and reporting standards, adapting materials as necessary to meet their requirements and expectations.
- 2) Monitor and analyze communication metrics and feedback to evaluate the effectiveness of communication strategies and make data-driven decisions.
- 3) Build and maintain relationships with media outlets, partner organizations, and other stakeholders to enhance collaboration and partnership opportunities.
- 4) Coordinate and manage communication activities between various agencies involved in the Project.

QUALIFICATION AND EXPERIENCE

- 1) Minimum 16 years education from a reputable/HEC recognized university in Communication, Public Communication, Public Relations, Business Administration, or a related field.
- 2) Minimum 7 years of post-qualification experience in communication or public relations roles, preferably in the development/Public sector.
- 3) Proven track record of developing and implementing successful communication strategies and campaigns.
- 4) Excellent writing, editing, and presentation skills.
- 5) Strong interpersonal and relationship-building abilities.

ADDITIONAL SKILLS / EXPERTISE

- 1) Experience in World Bank or other donor-funded projects is beneficial.
- 2) Ability to work effectively in a multicultural environment and with diverse stakeholders.
- 3) Experience in digital communication tools and platforms.
- 4) Knowledge of media relations practices and techniques.

SCHEDULE FOR THE ASSIGNMENT

The Director Outreach and Communication will be appointed on a contract basis for an initial period not exceeding two years which will be extendable further till the completion period of the project on a yearly basis after evaluation of the performance. This is a 5-year project.

REMUNERATION AND OTHER BENEFITS

- 1) Pay and financial benefits as per Project Pay Scale (PPS-10) of Federal Government of Pakistan.
- 2) Leave(s) in accordance with the rules and regulations of Project Pay Scales of Federal Government of Pakistan.
- 3) Training and travel expenses under the PIU Ignite as budgeted under the Project and approved by the World Bank and the Government of Pakistan.

REPORTING OBLIGATIONS

- 1) This position is based at Islamabad, Pakistan.
- 2) The Director Outreach and Communication will report to the Project Director Ignite PIU, Digital Economy Enhancement Project (DEEP).
- 3) The Director Outreach and Communication is required to follow all rules and directives of the World Bank and the Government of Pakistan for successful implementation of the project.
- 4) The Director Outreach and Communication is required to follow working days and timings as per the directives of the Federal Government of Pakistan.
- 5) The Director Outreach and Communication is required to report to work in an official attire.
- 6) The Director Outreach and Communication is prohibited from working for any other party or a paid job, or taking any other assignment during the course of this contract without written approval from the Competent Authority.
- 7) The Director Outreach and Communication shall ensure that all the required reports for the CITL component of project are prepared on time in accordance with the requirements of the World Bank and the Government of Pakistan.

SELECTION CRITERIA

1) The applicant will be selected based on the following criteria

Criteria	Points
Educational Qualification	20
Work Experience	20
Additional Skills/ Expertise	10
Interview	50

SUBMISSION

Candidates meeting the required criteria should submit their applications at <http://www.njp.gov.pk> within 15 days of publication of the advertisement. No hard copy of application shall be accepted and all applications must be sent via NJP online. Shortlisted candidates who are working in Government sector are required to produce NOC at the time of interview.

Hiring for Project Positions Under DEEP PIU-Ignite

TERMS OF REFERENCE

Announcement Reference no:	1-1/2024-IT	Date	11 August 2024		
Project	Digital Economy Enhancement Project (P174402)				
Position Name	Director M&E (Monitoring & Evaluation), CITL (DEEP)	Position ID	PK-MOITT-444632-CS-INDV		
Vacancy	1	Type of Contract	Individual	Duration	5 Years

BACKGROUND

Digital Economy Enhancement Project (DEEP) is a World Bank assisted project with the objective to enhance the Government's capacity for digitally enabled public services delivery for citizens and businesses.

Ministry of IT & Telecom (MoITT) is the sponsoring agency of the project with execution support of (i) Board of Investment (BoI), (ii) National Database and Registration Authority (NADRA), (iii) National IT Board (NITB), and (iv) Ignite – National Technology Fund

PROJECT DESCRIPTION

DEEP aims to develop a framework and technology to promote digital services across Pakistan, significantly transforming citizen centric services nationwide. A key component is the establishment of Civic Innovation and Technology Labs (CITL), which will serve as collaborative platforms for citizens, government, startups, and academia to drive social innovation and address community challenges through technology.

Ignite - National Technology Fund, known for its expertise in technology entrepreneurship and innovation projects, is mandated to establish and operate CITL. By leveraging civic technology, Ignite, through this component, aims to enhance citizen engagement, improve citizen centric services, and foster transparency.

OBJECTIVES OF THE ASSIGNMENT

The Director M&E is responsible for leading the monitoring and evaluation activities of the the Civic Innovation and Technology Labs (CITL) component of the Digital Economy Enhancement Project (DEEP). Success in this position involves developing and implementing M&E frameworks, collecting and analyzing data, and using findings to inform decision-making and improve program effectiveness. The Director M&E plays a critical role in ensuring accountability, learning, and continuous improvement within the organization.

The responsibilities include (but not limited to) the following:

- 1) Develop and implement monitoring and evaluation frameworks, methodologies, and tools specifically tailored for the Civic Innovation and Technology Labs (CITL) to track effectively track project goals and outcomes.
- 2) Design data collection instruments, surveys, and evaluation protocols to measure project outcomes and impact.
- 3) Collect, analyze, and interpret quantitative and qualitative data to assess project performance against targets and indicators.
- 4) Lead the preparation and presentation of M&E reports, findings, and recommendations to internal and external stakeholders including Ignite, MoITT and World Bank.
- 5) Coordinate with project teams and stakeholders to ensure the timely and accurate reporting of project data and results.

SCOPE OF THE ASSIGNMENT

The work of the Director M&E will include the following tasks (not limited to):

- 1) Ensure compliance with the World Bank's M&E guidelines and requirements, adapting methods and reports as needed to meet their standards.
- 2) Provide technical assistance and capacity-building support to project teams and partners on M&E-related topics.
- 3) Conduct regular field visits and assessments to monitor project implementation, identify challenges, and document lessons learned.

- 4) Collaborate with external evaluators, consultants, and partners to conduct independent evaluations and assessments.
- 5) Contribute to organizational learning and knowledge management initiatives by documenting best practices, case studies, and success stories.

QUALIFICATION AND EXPERIENCE

- 1) Minimum 16 years education from a reputable/HEC-recognized university in Business Administration, Project Management, ICT, Public Administration, Social Science or a related field.
- 2) Minimum 7 years of post-qualification experience in monitoring and evaluation roles, preferably in the development/public sector.
- 3) Proven expertise in designing and implementing M&E frameworks and systems for complex projects.
- 4) Strong analytical and data management skills, with proficiency in statistical software and techniques.
- 5) Excellent communication and presentation abilities, with the capacity to translate technical information into actionable insights.

ADDITIONAL SKILLS / EXPERTISE

- 1) Experience in World Bank or other donor-funded projects is beneficial.
- 2) Ability to work effectively in a multicultural environment and with diverse stakeholders.
- 3) Experience in conducting training and capacity-building activities on M&E topics.
- 4) Knowledge of international M&E standards and best practices.
- 5) Certification in monitoring and evaluation (e.g., PMD Pro, MEASURE Evaluation) is desirable.

SCHEDULE FOR THE ASSIGNMENT

The Director M&E will be appointed on a contract basis for an initial period not exceeding two years which will be extendable further till the completion period of the project on a yearly basis after evaluation of the performance. This is a 5-year project.

REMUNERATION AND OTHER BENEFITS

- 1) Pay and financial benefits as per Project Pay Scale (PPS-10) of Federal Government of Pakistan.
- 2) Leave(s) in accordance with the rules and regulations of Project Pay Scales of Federal Government of Pakistan.
- 3) Training and travel expenses under the PIU Ignite as budgeted under the Project and approved by the World Bank and the Government of Pakistan.

REPORTING OBLIGATIONS

- 1) This position is based at Islamabad, Pakistan.
- 2) The Director M&E will report to the Project Director Ignite PIU, Digital Economy Enhancement Project (DEEP).
- 3) The Director M&E is required to follow all rules and directives of the World Bank and the Government of Pakistan for successful implementation of the project.
- 4) The Director M&E is required to follow working days and timings as per the directives of the Federal Government of Pakistan.
- 5) The Director M&E is required to report to work in an official attire.
- 6) The Director M&E is prohibited from working for any other party or a paid job, or taking any other assignment during the course of this contract without written approval from the Competent Authority.
- 7) The Director M&E shall ensure that all the required reports for the CITL component of project are prepared on time in accordance with the requirements of the World Bank and the Government of Pakistan.

SELECTION CRITERIA

- 1) The applicant will be selected based on the following criteria

Criteria	Points
Educational Qualification	20
Work Experience	20
Additional Skills/ Expertise	10
Interview	50

SUBMISSION

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Hiring for Project Positions Under DEEP PIU-Ignite

TERMS OF REFERENCE

Announcement Reference no:	1-1/2024-IT	Date	11 August 2024		
Project	Digital Economy Enhancement Project (P174402)				
Position Name	Admin and HR Specialist, CITL (DEEP)	Position ID	PK-MOITT-444635-CS-INDV		
Vacancy	1	Type of Contract	Individual	Duration	5 Years

BACKGROUND

Digital Economy Enhancement Project (DEEP) is a World Bank assisted project with the objective to enhance the Government's capacity for digitally enabled public services delivery for citizens and businesses.

Ministry of IT & Telecom (MoITT) is the sponsoring agency of the project with execution support of (i) Board of Investment (BoI), (ii) National Database and Registration Authority (NADRA), (iii) National IT Board (NITB), and (iv) Ignite – National Technology Fund

PROJECT DESCRIPTION

DEEP aims to develop a framework and technology to promote digital services across Pakistan, significantly transforming citizen centric services nationwide. A key component is the establishment of Civic Innovation and Technology Labs (CITL), which will serve as collaborative platforms for citizens, government, startups, and academia to drive social innovation and address community challenges through technology.

Ignite - National Technology Fund, known for its expertise in technology entrepreneurship and innovation projects, is mandated to establish and operate CITL. By leveraging civic technology, Ignite, through this component, aims to enhance citizen engagement, improve citizen centric services, and foster transparency.

OBJECTIVES OF THE ASSIGNMENT

The Admin and HR Specialist is responsible for providing administrative and human resources support to the Civic Innovation and Technology Labs (CITL) component of the Digital Economy Enhancement Project (DEEP). Success in this position involves managing day-to-day office operations, coordinating HR activities, and ensuring compliance with policies and regulations. The Admin and HR Specialist plays a critical role in fostering a positive work environment and supporting the organization's staff.

The responsibilities include (but not limited to) the following:

- 1) Support the administrative and HR needs specific to the Civic Innovation and Technology Labs (CITL) component, aligning with DEEP project objectives.
- 2) Ensure that all HR and administrative activities related to the CITL component comply with the World Bank's standards and practices.
- 3) Support the Project Director Ignite PIU and other senior management in preparing for administrative and HR reviews and audits conducted by the World Bank.
- 4) Manage project operations, including facilities management, procurement, inventory control, and maintenance of office equipment and supplies.
- 5) Coordinate recruitment and hiring processes, including job postings, candidate screening, interview scheduling, and onboarding.
- 6) Maintain employee records, databases, and HRIS systems, ensuring accuracy, confidentiality, and compliance with data protection regulations.

SCOPE OF THE ASSIGNMENT

The work of the Admin and HR Specialist will include the following tasks (not limited to):

- 1) Coordinate employee training and development activities, including scheduling, logistics, and tracking of training completion.
- 2) Assist in the development and implementation of HR policies, procedures, and initiatives to support organizational / project objectives and compliance.
- 3) Provide administrative support to HR-related functions, such as performance management, disciplinary actions, and employee relations.
- 4) Respond to employee inquiries and requests for information related to HR policies, procedures, and benefits.
- 5) Coordinate employee recognition programs, events, and activities to foster employee morale and engagement.
- 6) Ensure compliance with relevant labor laws, regulations, and organizational policies related to employment and workplace practices.

QUALIFICATION AND EXPERIENCE

- 1) Minimum 16 years of education from a reputable/HEC recognized university, Human Resources Management, or a related field.
- 2) Minimum 5 years of post-qualification experience in administrative and HR roles, preferably in a non-profit or corporate environment.
- 3) Knowledge of HR principles, practices, and regulations.
- 4) Proficiency in Microsoft Office suite and HRIS software.
- 5) Strong organizational and time management skills, with the ability to prioritize tasks and manage multiple deadlines.

ADDITIONAL SKILLS / EXPERTISE

- 1) Experience in World Bank or other donor-funded projects is beneficial.
- 2) Excellent communication and interpersonal skills, with the ability to maintain confidentiality and professionalism.
- 3) Attention to detail and accuracy in data management and record-keeping.
- 4) Ability to work independently and collaboratively in a team environment.
- 5) HR certification (e.g., PHR, SHRM-CP) is a plus.

SCHEDULE FOR THE ASSIGNMENT

The Admin and HR Specialist will be appointed on a contract basis for an initial period not exceeding two years which will be extendable further till the completion period of the project on a yearly basis after evaluation of the performance. This is a 5-year project.

REMUNERATION AND OTHER BENEFITS

- 1) Pay and financial benefits as per Project Pay Scale (PPS-9) of Federal Government of Pakistan.
- 2) Leave(s) in accordance with the rules and regulations of Project Pay Scales of Federal Government of Pakistan.
- 3) Training and travel expenses under the PIU Ignite as budgeted under the Project and approved by the World Bank and the Government of Pakistan.

REPORTING OBLIGATIONS

- 1) This position is based at Islamabad, Pakistan.
- 2) The Admin and HR Specialist will report to the Director M&E Ignite PIU, Digital Economy Enhancement Project (DEEP).
- 3) The Admin and HR Specialist is required to follow all rules and directives of the World Bank and the Government of Pakistan for successful implementation of the project.
- 4) The Admin and HR Specialist is required to follow working days and timings as per the directives of the Federal Government of Pakistan.
- 5) The Admin and HR Specialist is required to report to work in an official attire.
- 6) The Admin and HR Specialist is prohibited from working for any other party or a paid job, or taking any other assignment during the course of this contract without written approval from the Competent Authority.
- 7) The Admin and HR Specialist shall ensure that all the required reports for the CITL component of project are prepared on time in accordance with the requirements of the World Bank and the Government of Pakistan.

SELECTION CRITERIA

1) The applicant will be selected based on the following criteria

Criteria	Points
Educational Qualification	20
Work Experience	20
Additional Skills/ Expertise	10
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SUBMISSION

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TERMS OF REFERENCE

Announcement Reference no:	1-1/2024-IT	Date	11 August 2024		
Project	Digital Economy Enhancement Project (P174402)				
Position Name	Finance Specialist, CITL (DEEP)	Position ID	PK-MOITT-444636-CS-INDV		
Vacancy	1	Type of Contract	Individual	Duration	5 Years

BACKGROUND

Digital Economy Enhancement Project (DEEP) is a World Bank assisted project with the objective to enhance the Government's capacity for digitally enabled public services delivery for citizens and businesses.

Ministry of IT & Telecom (MoITT) is the sponsoring agency of the project with execution support of (i) Board of Investment (BoI), (ii) National Database and Registration Authority (NADRA), (iii) National IT Board (NITB), and (iv) Ignite – National Technology Fund

PROJECT DESCRIPTION

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Ignite - National Technology Fund, known for its expertise in technology entrepreneurship and innovation projects, is mandated to establish and operate CITL. By leveraging civic technology, Ignite, through this component, aims to enhance citizen engagement, improve citizen centric services, and foster transparency.

OBJECTIVES OF THE ASSIGNMENT

The Finance Specialist is responsible for managing financial processes, systems, and reporting for the Civic Innovation and Technology Labs (CITL) component of the Digital Economy Enhancement Project (DEEP). Success in this position involves ensuring compliance with financial regulations, optimizing financial performance, and supporting decision-making through accurate financial analysis. The Finance Specialist plays a critical role in safeguarding the organization's financial assets and promoting accountability and transparency.

The responsibilities include (but not limited to) the following:

- 1) Oversee the financial management of the Civic Innovation and Technology Labs (CITL) component, ensuring alignment with project goals and budgetary constraints.
- 2) Prepare financial reports, budgets, and forecasts specific to CITL activities, ensuring accuracy and compliance with internal and external requirements.
- 3) Support the Project Director Ignite PIU and other senior management in preparing for financial reviews and audits conducted by the World Bank.
- 4) Manage day-to-day financial operations, including accounts payable, accounts receivable, payroll, and cash management.
- 5) Prepare and review financial statements, budgets, forecasts, and variance analyses to support decision-making and financial planning.
- 6) Monitor and analyze financial performance against budget and key performance indicators, identifying trends, risks, and opportunities.
- 7) Develop and maintain financial policies, procedures, and guidelines to ensure consistency, accuracy, and transparency in financial processes.
- 8) Coordinate with government agencies for resolving budget and accountancy related issues including budget releases, reappropriation and surrenders. This includes endorsement of cheques, reconciliation with the government accounting office and any other relevant activities related to the Project.

SCOPE OF THE ASSIGNMENT

The work of the Finance Specialist will include the following tasks (not limited to):

- 1) Ensure that all financial activities related to the CITL component are in line with the World Bank's Government Financial Management rules and procedures in addition to the Project Operations Manual.
- 2) Ensure compliance with relevant financial regulations, accounting standards, and internal controls.
- 3) Coordinate financial audits, reviews, and compliance assessments, providing necessary documentation and support to auditors.
- 4) Provide financial analysis and recommendations to senior management and board of directors to support strategic decision-making.
- 5) Manage relationships with financial institutions, vendors, and service providers to optimize financial services and cost-effectiveness.
- 6) Train and mentor staff on financial processes, systems, and best practices to build capacity and ensure effective financial management across the organization.

QUALIFICATION AND EXPERIENCE

- 1) Professional Certification (e.g., ACCA, CMA, CPA).
- 2) Minimum 5 years of post-qualification experience in finance or accounting roles, preferably in the non-profit or development sector.
- 3) Strong understanding of financial principles, practices, and regulations.
- 4) Proficiency in financial management software and Microsoft Excel.
- 5) Excellent analytical and problem-solving skills, with the ability to interpret complex financial data and provide insights and recommendations.

ADDITIONAL SKILLS / EXPERTISE

- 1) Experience in World Bank or other donor-funded projects is beneficial.
- 2) Attention to detail and accuracy in financial analysis and reporting.
- 3) Excellent communication and interpersonal skills, with the ability to work effectively with diverse stakeholders.

SCHEDULE FOR THE ASSIGNMENT

The Finance Specialist will be appointed on a contract basis for an initial period not exceeding two years which will be extendable further till the completion period of the project on a yearly basis after evaluation of the performance. This is a 5-year project.

REMUNERATION AND OTHER BENEFITS

- 1) Pay and financial benefits as per Project Pay Scale (PPS-9) of Federal Government of Pakistan.
- 2) Leave(s) in accordance with the rules and regulations of Project Pay Scales of Federal Government of Pakistan.
- 3) Training and travel expenses under the PIU Ignite as budgeted under the Project and approved by the World Bank and the Government of Pakistan.

REPORTING OBLIGATIONS

- 1) This position is based at Islamabad, Pakistan.
- 2) The Finance Specialist will report to the Director M&E Ignite PIU, Digital Economy Enhancement Project (DEEP).
- 3) The Finance Specialist is required to follow all rules and directives of the World Bank and the Government of Pakistan for successful implementation of the project.
- 4) The Finance Specialist is required to follow working days and timings as per the directives of the Federal Government of Pakistan.
- 5) The Finance Specialist is required to report to work in an official attire.
- 6) The Finance Specialist is prohibited from working for any other party or a paid job, or taking any other assignment during the course of this contract without written approval from the Competent Authority.
- 7) The Finance Specialist shall ensure that all the required reports for the CITL component of project are prepared on time in accordance with the requirements of the World Bank and the Government of Pakistan.

SELECTION CRITERIA

1) The applicant will be selected based on the following criteria

Criteria	Points
Educational Qualification	40
Work Experience	45
Additional Skills/ Expertise	5
Interview	10

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