

Hiring for Project Positions Under DEEP PIU-NITB

TERMS OF REFERENCE

Announcement Reference no:	1-1/2024-IT	Date	22 June 2025		
Project	Digital Economy Enhancement Project (P174402)				
Position Name	Director Planning and Coordination	Position ID	PK-MOITT-444638-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.

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), (iv) Ignite – National Technology Fund, and (v) Punjab IT Board.

PROJECT DESCRIPTION

Digital Economy Enhancement Project (DEEP) aims at building the capacity of the government to develop key digital public infrastructure (DPI) services supporting the country's digital economy and society in line with the 2018 Digital Pakistan Policy, which calls for the establishment of a holistic, government-wide enterprise architecture and the integration of government services and systems. The project will support the development of DPI—including for responsible data exchange, digital authentication, and verifiable credentials—and digitalization of public services (including to make them available through a new national portal), which will improve the accessibility and delivery of services, economic opportunities, and social protection. It will also bolster the country's resilience and adaptability in the face of potential shocks, such as pandemics and recurring climate-induced disasters, to enable the government to deliver cash and other emergency assistance more rapidly and efficiently.

In addition to the citizens services, DEEP will support: (1) Establishing a catalogue of all federal and provincial business RLCOs and producing recommendations for simplifying, streamlining, and improving existing regulatory requirements for investing and operating business; subcomponent (2): Designing and development of the PBP acting as an interface to host all digitalized and available RLCOs; subcomponent (3): Supporting governmental, provincial, and local entities in digitalizing regulatory approvals; subcomponent (4): Institutionalizing the reform process, exploring financial and institutional sustainability, and management and upgrading of PBP; and (5): Organizing communication and change management activities for transition to the PBP and dissemination of information about the availability of online approvals of RLCOs.

OBJECTIVES OF THE ASSIGNMENT

The Director Planning and Coordination will lead the Planning & execution of the National citizen services portal ensuring successful delivery from planning to implementation. The role of a Director of Planning and Coordination typically involves strategic oversight, Coordination with federal, provincial stakeholders & local & international consultants for ensuring efficient execution of National services portal.

The director Planning and Coordination will oversee development and execution, implementation strategies, manage cross-functional teams, manage engagement with stakeholders and achieve project goals within budget and schedule constraints.

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

1. Develop and implement comprehensive strategic plans aligned with the organization's vision and goals.
2. Analyze market trends, competitive landscape, and internal performance metrics to guide strategic decision-making
3. Ensure effective coordination among various departments and teams to achieve organizational objectives.
4. Facilitate cross-functional collaboration to streamline operations and improve efficiency.
5. Oversee the planning, execution, and completion of projects phases.
6. Ensure that project key milestones are delivered on time, within scope, and within budget.

7. Establish performance metrics and KPIs to monitor the effectiveness of plans and initiatives.
8. Provide regular reports to Project Director on progress, challenges, and outcomes.
9. Optimize the allocation of resources (human, financial, and material) to ensure maximum efficiency and effectiveness.
10. Identify and address resource gaps and bottlenecks that may hinder progress.
11. Manage relationships with all project consultants, stakeholders, including all other project implementation partners, federal and provincial government departments, private sector partners, and international donors.
12. Oversee the Planning, implementation & coordination of the activities for the National Services Portal.
13. Manage Coordination with provincial IT Boards and other executing partners to maintain project cohesion and smooth operations.
14. Monitor project progress, addressing potential issues and implementing corrective actions as necessary.

SCOPE OF THE ASSIGNMENT

The work of the Director Planning and Coordination will include the following tasks but not limited to:

1. Lead the planning and execution of the National services portal, aligning with the project's objectives and Time, budget constraints.
2. Lead and oversee all aspects of the project lifecycle, including planning, execution, monitoring, and control.
3. Manage relationships with all project consultants, stakeholders, including all other project implementation partners, federal and provincial government departments, private sector partners, and international donors.
4. Monitor and evaluate project progress, risks, and issues related to project progress & devise strategy to overcome it.
5. Identify and mitigate project risks and issues in a timely manner.

6. Maintain clear and consistent communication with internal and external stakeholders including federal & provincial departments & consulting firms.
7. Foster strong relationships with key stakeholders to support the organization's strategic objectives.
8. Monitor project progress, addressing potential issues and implementing corrective actions as necessary.
9. Provide guidance in preparing Annual Work Plan and budgets for the implementation agencies and finalize the Annual Budget and Work Plan.
10. Lead and oversee all aspects of the project lifecycle, including planning, execution, monitoring, and control.
11. Oversee the work of the Project Management Unit staff & individual consultants & consulting firms.
12. Monitor and control expenditures to ensure cost-effective use of resources.

QUALIFICATION AND EXPERIENCE

- 1) Minimum 16 years of education from a reputable/ HEC-recognized university in ICT related discipline (Information Technology, Computer Science, Telecom, Computer Engineering, etc.) Business Administration, Public Administration, Management Science etc., or a related field.
- 2) Minimum 08 years of post-qualification work experience, preferably having minimum 5 years of experience in leadership role in digital transformation projects, in a reputable public/private IT sector organization.
- 3) Extensive experience in implementing IT projects/systems.
- 4) Proven track record of leading large-scale projects
- 5) Experience managing cross-functional teams and stakeholders.
- 6) Strong understanding of project management methodologies and best practices.
- 7) Experience in Budget management, resource allocation, and risk management experience.
- 8) Excellent communication, negotiation, and leadership skills.
- 9) Experience delivering projects on time, within budget, and meeting quality standards.

ADDITIONAL SKILLS / EXPERTISE

- 1) Experience in Supervision, Monitoring and Evaluation of projects, activities, consultants, non-consulting services, and goods
- 2) Understanding of technical, commercial, and legal aspects on procedures and regulations of the World Bank
- 3) Strong communication skills and persuasiveness in presenting, discussing and resolving difficult issues, both orally and in writing

SCHEDULE FOR THE ASSIGNMENT

The Director Planning and Coordination PIU, NITB 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.

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 PMU as budgeted under the Project and approved by the World Bank and the Government of Pakistan.

REPORTING OBLIGATIONS

- 1) This position is based in Islamabad, Pakistan.
- 2) The Director Planning and Coordination will report to the Project Director.
- 3) The Director Planning and Coordination 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 Planning and Coordination is required to follow working days and timings as per the directives of the Federal Government of Pakistan.
- 5) The Director Planning and Coordination is required to report to work in an official attire.
- 6) The Director Planning and Coordination 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) Director Planning and Coordination shall ensure that all the required reports for the 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.