

## Hiring for Project Positions Under DEEP PIU-Ignite

### TERMS OF REFERENCE

Announcement Reference no:		Date	15 July 2025		
Project	Digital Economy Enhancement Project (DEEP) (P174402)				
Position Name	Event Management Specialist, (Civic Innovation)	Position ID	PK-MOITT-502515-CS-INDV		
Vacancy	1	Type of Contract	Individual	Duration of Project	05 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 Executing Agency of the project with implementation support from (i) Board of Investment (BoI), (ii) National Database and Registration Authority (NADRA), (iii) Ignite – National Technology Fund and (iv) National IT Board (NITB),

### **PROJECT DESCRIPTION**

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

**Ignite - National Technology Fund**, under the Ministry of IT & Telecommunication focuses on fourth industrial wave tech and ecosystem development initiatives to create a knowledge economy in Pakistan. Our national network of incubators nurtures startups, while our tech innovation grants are offered to innovative, deep tech projects. The Ignite known for its expertise in technology entrepreneurship, is mandated to establish and operate CITL. By leveraging civic technology and innovation, it aims to enhance citizen engagement, improve citizen centric services, and foster transparency.

### **OBJECTIVES OF THE ASSIGNMENT**

The Event Management Specialist will be responsible for planning, coordinating, and executing project-related events (e.g., workshops, conferences, launching, , seminars, stakeholder meetings, capacity building & training sessions, and public outreach activities). The specialist will ensure that all events align with the project’s objectives, and are delivered efficiently, with effective stakeholder engagement.

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

1. Develop and design the Events Management checklists, and SOPs in line and in compliance with project requirements and objectives.
2. Develop event concepts, and themes in line with project goals.
3. Plan and manage all logistical aspects of events, from concept to completion.
4. Identify, negotiate and secure suitable venues, vendors, and service providers for events management
5. Manage budgets, prepare projections and ensuring cost-effectiveness while maintaining quality.
6. Coordinate with all stakeholders, participants, and partners for smooth event execution.
7. Manager and oversee events setup, on-site management covering all componets.
8. Ensure media engagement for outreach and marketing (banners, backdrops, handouts, brochures, publications, digital tools, SMDs etc.).
9. Arrange travel, logistics, and on-boarding for participants as/when required.
10. Develop and disburse invitations, promotional material, and media snippets.
11. Ensure participant engagement through interactive sessions and feedback.
12. Prepare post-event reports, including lessons learned and recommendations.

**SCOPE OF THE ASSIGNMENT**

The Event Management Specialist will be responsible for planning, coordinating, and executing a wide range of events—such as conferences, seminars, workshops, trainings etc. This role involves working closely with clients, vendors, and internal teams to ensure that each event runs smoothly, meets its objectives, and stays within budget. S/he will be responsible for end-to-end planning, coordination, and execution of all project-related events and will ensure delivery of seamless, engaging, and impactful events.

**QUALIFICATION AND EXPERIENCE**

<ol style="list-style-type: none"> <li>1. Minimum 16 years education from a reputable/HEC-recognized university in Event Management, Hospitality Management, Public Relations, Communications, Marketing, Business Studies and/or closely related field.</li> <li>2. Minimum 07 years of post-qualification experience in organizing corporate/media/project events in development and/or public sector with international, national and local organisation.</li> <li>3. Strong organizational and project management skills.</li> <li>4. Proven expertise in designing of events themes and concepts.</li> <li>5. Excellent communication, presentation &amp; negotiation skills.</li> </ol>
<p><b>ADDITIONAL SKILLS / EXPERTISE</b></p>
<ol style="list-style-type: none"> <li>1. Experience with public sector, International Organizations, World Bank and/or donor-funded projects is preferred.</li> <li>2. Ability to work effectively in a multicultural environment and with diverse stakeholders.</li> <li>3. Excellent Time management skills and ability to work under pressure.</li> </ol>
<p><b>SCHEDULE FOR THE ASSIGNMENT</b></p>
<p>The Event Management Specialist will be appointed on a contract basis for an initial period of two years, which will be extended further upon satisfactory performance and mutual consent. DEEP is a 5-year project.</p>
<p><b>REMUNERATION AND OTHER BENEFITS</b></p>
<ol style="list-style-type: none"> <li>1) Pay and financial benefits as per Project Pay Scale (PPS-09) of Federal Government of Pakistan.</li> <li>2) Leave(s) in accordance with the rules and regulations of Project Pay Scales of Federal Government of Pakistan.</li> <li>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.</li> </ol>
<p><b>REPORTING OBLIGATIONS</b></p>
<ol style="list-style-type: none"> <li>1) This position is based at Islamabad, Pakistan.</li> <li>2) The Event Management Specialist will report to the Project Director-Ignite PIU, Digital Economy Enhancement Project (DEEP).</li> </ol>

- 3) The Event Management 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 Event Management Specialist is required to follow working days and timings as per the directives of the Federal Government of Pakistan.
- 5) The Event Management Specialist is required to report to work in an official attire.
- 6) The Event Management 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 Event Management Specialist shall ensure that all the required reports for the Civic Innovation 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

<b>Criteria</b>	<b>Points</b>
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.