

HIRING FOR PROJECT POSITIONS UNDER DEEP PMU

TERMS OF REFERENCE

Announcement Reference no:	1-1/2024-IT	Date	22 June 2025		
Project	Digital Economy Enhancement Project (P174402)				
Position Name	Program Director, (DEEP)	Position ID	PK-MOITT-438221-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), and (iv) Ignite – National Technology Fund.

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 Program Director will lead the implementation of the Digital Economy Enhancement Project, aiming to boost digital governance and service delivery capabilities across Pakistan. The role involves overseeing the project's strategic direction, managing the project team, and ensuring successful collaboration with various stakeholders and partners. The Program Director will be pivotal in achieving the project's goals with and fostering a transformative digital landscape in Pakistan.

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

- 1) Lead the planning and execution of the DEEP, aligning with the project's objectives and timelines.
- 2) Manage relationships with all project stakeholders, including all other project implementation partners, government departments, private sector partners, and international donors.
- 3) Oversee the development and implementation of the Pakistan Digital Government Enterprise Architecture.
- 4) Ensure the integration of digital services and government platforms, including the Pakistan Citizen Portal and Pakistan Businesses Portal.
- 5) Coordinate with provincial IT Boards and other executing partners to maintain project cohesion and adherence to standards.
- 6) Monitor project progress, addressing potential issues and implementing corrective actions as necessary.
- 7) Prepare and submit budgetary and progress reports to MOITT and the World Bank.

- 8) Promote transparency and enhance public access to digital services.
- 9) Prepare, coordinate, lead and be responsible for the activities agreed in the Financing Agreement of the DEEP Project signed by the Government of Pakistan with the World Bank according to the timelines and the Results Framework and Monitoring indicators.
- 10) Lead the planning and execution of the DEEP, aligning with the project's objectives and timelines.
- 11) Manage relationships with all project stakeholders, including all other project implementation partners, government departments, private sector partners, and international donors.

SCOPE OF THE ASSIGNMENT

The work of the Program Director 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.
- 2) Coordinate and manage communication activities between various agencies involved in the Project.
- 3) Oversee and coordinate the work of the Project Management Unit staff.
- 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) Ensure timely completion of the deliverables, time-sensitive tasks as laid down in the Financing Agreement of the Project and as given in the Results Framework and Monitoring section of the Negotiation Package.
- 8) Disseminate Project reports and respond to queries from concerned stakeholders.
- 9) 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 ICT related discipline (Information Technology, Computer Science, Electrical, Telecom, Computer Engineering, etc.) Business Administration, Public Administration, Management Science etc., or a related field.
- 2) Minimum of 10 years of post-qualification work experience, preferably having minimum 5 years of experience in leadership role in digital transformation projects, in a reputable national or international organization.
- 3) Proven track record of successfully managing large-scale projects.
- 4) Experience in dealing with international organizations and government bodies is highly desirable.

ADDITIONAL SKILLS / EXPERTISE

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

SCHEDULE FOR THE ASSIGNMENT

The Program Director PMU 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-12) 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 at the Project Management Unit (PMU) in Islamabad, Pakistan.
- 2) The Program Director will report to the Secretary, Ministry of IT & Telecon.
- 3) The Program Director 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 Program Director is required to follow working days and timings as per the directives of the Federal Government of Pakistan.
- 5) The Program Director is required to report to work in an official attire.
- 6) The Program Director 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 Program Director 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.