

Government of Pakistan
Ministry of Information Technology and Telecommunication

DIGITAL NATION 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. Ministry of IT & Telecommunication 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 degree in engineering, Information Technology, or a related field from an HEC recognized local or international university of high ranking.

EXPERIENCE:

At least 10 years in leadership roles within digital policy/legislation making and national/countrywide project design/development/implementation in the field of technology, with a proven track record in government and private sector. Experience and understanding of transformation of operations is an added advantage. Preference will be given to candidates having diverse experience in IT, Telecom and digital technologies.

SKILLS:

Knowledge of digital technologies, change management, strategic planning, understanding of international standards and norms relevant to digital technologies, ability to manage and engage stakeholders, and work collaboratively.

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 (02) 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). 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
- e) 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 for scrutiny of the applications for interview of the eligible candidates by 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:

Strategic Policy and Legislative Leadership: Lead policy formulation, refinement and enhance supporting legislation to drive the digital economy, digital society and digital governance.

Digital Transformation and Innovation: Provide guidance for adoption of emerging technologies to transform governance and support a national innovation ecosystem that fosters entrepreneurship and advances ICT innovation.

Digital Public Infrastructure (DPI): Steer the development of Pakistan's DPI initiative along with other automation and innovation activities planned or to be planned alongside DPI.

Diversity, Inclusion, and Equal Opportunity: Advocate for diversity and inclusion within the digital sector, promote policies that ensure equitable access for all, and uphold the government's commitment to non-discrimination.

DELIVERABLE TASKS

The TA Digital Transformation will ensure impactful outcomes, including but not limited to:

Preparing and driving national policies/legislations and strategies for promotion of digital economy such as Digital Pakistan, Cyber Security, Data Protection, metaverse, Data Governance etc.

Provide inputs for enabling ecosystems for digital transformation and ICT innovation.

Lead development of Pakistan digital stack and allied services and assist in building subsector stacks.

Promote equitable access to technology for all citizens to ensure digital inclusion.

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 on 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 TA shall report to the Secretary, IT and Telecom through the Special Secretary and 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.

Equal Opportunity Statement

Ministry of IT and Telecommunication is committed to creating an inclusive environment that reflects the diversity of Pakistan. All qualified individuals are encouraged to apply.

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

(Ejaz Ahmed)

Section Officer (Admn)

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