

**Government of Pakistan**  
**Ministry of Information Technology and Telecommunication**

**DIGITAL PAKISTAN**

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**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 ICT enabled services. In this regard, this Ministry invites applications from dynamic professionals for One (01) post of Research Fellow, SPPS-IV Scale as per details given below:

**JOB SPECIFICATION**

**A. QUALIFICATION:**

Master's Degree /16 years education in Computer Science / Information Technology / Information Management System / Network and Telecommunication / Software Engineering and Cloud (ICT related disciplines) an HEC recognized local or international university of high ranking.

**B. EXPERIENCE:**

Minimum three (3) year professional experience in the relevant field in public or private sector.

The candidate's professional credentials should include the following:

1. Relevant experience in development and formulation of Telecom sector key performance indicators in relation to best national / international practices
2. Experience in Local and international Telecom sector stakeholder engagement and management.
3. Practical understanding of the local and international Telecom regulations, policies and frameworks.
4. Exposure to international statistical sources, strong communication and presentation skills.
5. Ability to work in a team environment
6. Ability to prepare policy brief

**C. AGE LIMIT:**

Maximum shall be calculated on the closing date for receipt of applications as per Government Policy on the Special Professional Pay Scales as amended from time to time.

**D. DURATION:**

Appointment of the Research Fellow, SPPS-IV Scale shall initially be made on contract basis initially for a period of two (2) years extendable for another term of two-year contingent upon result-based performance as per general criteria applicable for appointment against the positions of Special Professional Pay Scales (SPPS) already issued, or to be issued, from the Establishment Division of the Federal Government from time to time.

#### **E. DISQUALIFICATION:**

No person shall be eligible for appointment as Research Fellow, SPPS-IV Scale who:

1. has been or is dismissed from service as a consequence of disciplinary proceedings;
2. has been or is convicted, by a court of competent jurisdiction, for an offence involving moral turpitude;
3. either at the time of appointment as Research Fellow or thereafter during such appointment was not or is not a citizen of Pakistan; or
4. Benefits from the National Reconciliation Ordinance, 2007 (LX of 2007).

#### **F. MANNER OF APPOINTMENT:**

1. The appointment shall be made as per prescribed procedure of appointment in SPPS positions.
2. The vacancy shall be Uploaded by Ministry of IT & Telecommunication on its website; Rozee.pk Portal and advertised at least in two national leading newspapers and nation-wide circulation.
3. A Scrutiny Committee headed by the additional Secretary, MoITT shall be constituted for scrutiny of the applications for placement before the Selection Committee.
4. The Selection Committee shall recommend a penal of candidate for appointment with the approval of the Prime Minister.

#### **G. JOB DESCRIPTION**

The Research Fellow, SPPS-IV Scale shall be responsible to carry out the following tasks for the Ministry of IT and Telecom.

1. Research on the global & regional best practices in IT and Telecom Sector with special focus on countries with similar socio-economic background.
2. Analysis and comparison of Global ICT indexes and forecasting ICT related trends.
3. Strategy development and formulation of ICT key performance indicators in-line with best regional & international practices.
4. Engage with internal and external stakeholders, including government agencies, industry associations, advocacy groups, and the public, to gather input, build consensus, and advocate for the Ministries policy positions.
5. End-to-end management and reporting of national ICT sectoral targets.
6. Preparation of project documents, presentations & policy briefs.
7. Follow up and monitoring of key initiatives of MoITT.
8. Any other task as and when assigned by the Ministry.

#### **PAY PACKAGE:**

The Research Fellow, SPPS-IV Scale shall receive fixed salary package (all inclusive) of SPPS-IV Scale up to Rs.500,000/- negotiable at the time of interview

#### **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.

#### **CONFLICT OF INTEREST:**

The candidates for appointment as **Research Fellow, SPPS-IV** shall have to 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.

**RESEARCH FELLOW TO BE PUBLIC SERVANT:**

The **Research Fellow, SPPS-IV** 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).

**TERMINATION OF CONTRACT:**

The contract of **Research Fellow, SPPS-IV** shall be terminated according to the SPPS Policy of the Federal Government on one month's notice on either side or payment of one month's basic pay in lieu thereof.

**MONITORING AND EVALUATION:**

The performance of the **Research Fellow SPPS-IV** shall be monitored by the Head of Wing of the Ministry through his reporting officer.

**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 SPPS Policy of the Federal Government.

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

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