

Government of Pakistan
Ministry of Information Technology & Telecommunication
National Information Technology Board

POSITIONS VACANT

National Information Technology Board (NITB) through the Ministry of Information Technology & Telecommunication intends to hire talented, energetic, highly motivated and dynamic professionals from open market in respect of PSDP project for the following position on contract basis:

S. No.	Name of Post(s)	Eligibility Criteria	Salary/month	No. of Posts	Age Limit
1.	Project Manager (PPS-09)	<p>Qualification: MBA or MBA (IT) or BS-IT/BCS (Hons) or Masters in field of Project Management/IT/Software/Computer from some reputed Foreign/HEC recognized university/Institution</p> <p>Experience:</p> <ul style="list-style-type: none">• 10 years of experience with 4 years at management position.• Professional experience will start after the completion of minimum qualification/degree(s) required for this position. <p>Requirement:</p> <ul style="list-style-type: none">• Diligently pursues project aims, as described in the application• Manages project personnel• Monitors sub-recipient performance• Maintains and retains project data and materials as required• Completes progress and other required reports• Initiates timely requests for prior approval for changes when required (e.g. change in scope of work, re-budgeting, or reduction in committed effort)• Requests no-cost extensions when appropriate	175,000	01	50

		<ul style="list-style-type: none"> ● Developing and managing project schedules and budgets ● Formulating analysis plans ● Scheduling and coordinating internal and external resources ● Overseeing project fieldwork and reviewing data quality ● Developing and managing project schedules and budgets ● Formulating analysis plans <p>Skills:</p> <ul style="list-style-type: none"> ➤ In depth knowledge of the current leading IT technologies, techniques, development tools, hardware platforms and operating systems. ➤ Must be well versed with office productivity tools. ➤ Proficient in project management and monitoring tools and techniques, and knowledge of project management software. ➤ Well versed with contract management techniques. ➤ Well versed about IT technology in general. ➤ Aware of Government procedures and policies ➤ Must have implemented multiple IT projects in similar capacity and role 			
2.	Manager Implementation (PPS-8)	<p>Qualification: MBA (IT) or BS-IT/BCS (Hons) or Masters in field of IT/Software/Computer from some reputed foreign / HEC recognized university/institution</p> <p>Experience:</p> <ul style="list-style-type: none"> ● 8 years of total IT experience of large IT projects including implementation of ERP systems in public or private level. ● Professional experience will start after the completion of minimum qualification/degree(s) required for this position. <p>Requirement:</p> <ul style="list-style-type: none"> ➤ Research, design and develop implementation programs and materials based upon the needs of staff. 	125,000	01	45

		<ul style="list-style-type: none"> ➤ Serve as a performance consultant in order to enhance the overall implementation of system. ➤ Scheduling and leading sessions with learning software and incorporating its functionality to end-user. ➤ Prepare training materials such as user manuals, general inquiry documentation for casual users, detailed documentation for power users, and on-line site-specific documentation. ➤ Manage the implementation of individual projects under the supervision of respective government office/department/ministry from initiation to closure. ➤ Monitor the project implementation through entire life cycle of the project. ➤ Establishing commitments with the contractor, and tracking and reviewing the contractor's performance and results. ➤ To interface with implementers/contractors as well as end-users for smooth execution of IT-related projects. ➤ To get input from IT Specialists about the ongoing projects and incorporate the same. ➤ Report regular progress to the senior management from respective government office/department/ministry. ➤ Prepare Monthly and Quarterly Progress Reports as per approved templates of Planning Commission and to keep apprised Senior Management on project progress. ➤ Ensure early identification and removal of bottlenecks in the project and to effectively manage the projects Risks. <p>Skills:</p> <ul style="list-style-type: none"> ➤ In depth knowledge of the current leading IT technologies, techniques, development tools, hardware platforms and operating systems. ➤ Must be well versed with office productivity tools. ➤ Proficient in project management and monitoring tools and techniques, and 			
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		<p>knowledge of project management software.</p> <ul style="list-style-type: none"> ➤ Well versed with contract management techniques. ➤ Well versed about IT technology in general. ➤ Aware of Government procedures and policies ➤ Must have implemented IT project in similar capacity and role. 			
3.	Data Analyst /Statistician (PPS-8)	<p>Qualification:</p> <p>4 Years Bachelors or Masters in field of IT/Software/Computer or Statistics from some reputed foreign or HEC recognized university/institution.</p> <p>Experience:</p> <ul style="list-style-type: none"> ● 8 years of total experience with at least 2 years of experience in similar capacity. ● Professional experience will start after the completion of minimum qualification/degree(s) required for this position. <p>Requirement:</p> <ul style="list-style-type: none"> ▪ To provide technical input to the senior management regarding software application systems, their performance and usability, and training requirements for existing staff. ▪ Responsible for developing and coordinating a comprehensive Quality Assurance/Quality Control program to be used in the application to ensure high quality analytical results based on processed information. ▪ Prepares routine and special reports to Management and related Users as required. ▪ Prepare analytical reports to assist Management in taking decisions. ▪ Prepares research papers for presentation at technical conferences or seminars. ▪ Oversee the data being entered in to the application and to assure the quality and correctness of data. ▪ In depth knowledge of the current leading technologies, databases, development tools, hardware platforms and operating systems. ▪ Must be well versed with office productivity tools. ▪ Well versed about IT technology in general. 	125,000	01	45

		<ul style="list-style-type: none"> ▪ To monitor and manage project activities during each phase of project life. ▪ Responsible for implementation of technical details of different components of the project. <p>Skills:</p> <ul style="list-style-type: none"> • In depth knowledge of standard quality assurance and quality control evaluation procedures, evaluating data using statistical methods for analysis. 			
4.	Quality Assurance Engineer (PPS-8)	<p>Qualification: 4 Years Bachelors or Masters in field of IT/Software/Computer from some reputed foreign / HEC recognized university/institution.</p> <p>Experience:</p> <ul style="list-style-type: none"> • 8 years' total experience with 5 years working experience as a Quality Assurance Engineer. • Expert in User Acceptance Testing, Smoke Testing, Black Box testing and white box testing. He has good knowledge of writing the user acceptance case, use case and software manuals will be preferred. • Professional experience will start after the completion of minimum qualification/degree(s) required for this post. <p>Requirement:</p> <ul style="list-style-type: none"> ➤ To provide technical input to the senior management regarding existing and newly proposed software application systems, their performance and usability, and training requirements for existing staff of government departments / ministries. ➤ To Set test strategy for the applications and features for each release. ➤ To generate test plans, test designs, and test cases. ➤ To automate test cases. Develop and execute test suites. ➤ To document defects and report project test status. 	125,000	01	45
5.	Assistant Network /System Administrator (PPS-7)	<p>Qualification: 4 Years Bachelors or Masters in field of IT, Electrical or Electronics from a reputed foreign / HEC recognized university/institution.</p> <p>Experience:</p> <ul style="list-style-type: none"> • 3 years' experience of design, installation and maintenance of Local and Wide Area Networks 	90,000	02	35

(LAN/WAN) at a local or foreign organization of good repute.

- Professional experience will start after the completion of minimum qualification/degree(s) required for this post.

Requirement:

- To manage the Data Networks of Government department / ministries.
- To configure/manage/monitor all the networking equipment's (routers, Switches, DSL Modems, Firewalls, IDS, IPS, Load Balancers etc.)
- Management and troubleshooting of the Network applications, equipment's and infrastructure installed at different government offices and Data Centers.
- To define and implement Network Security and Network Management policies and procedures.
- Interaction with end users (i.e. employees of Government departments) to provide support regarding network related issues like connectivity with servers, PCs and other equipment on the LAN/WAN.
- To communicate and liaison with web hosting and internet connectivity (bandwidth) provider(s) for reliable, smooth and stabilized web hosting of government websites.

Skills:

- In depth knowledge of the network topologies, protocols, tools, and techniques.
- Hands on knowledge of operating systems (Windows, Linux and Solaris) and can manage user/groups within a large domain.
- Hands on knowledge about security features of different networking/security products (software systems and equipment's).
- Hands on experience regarding defining and implementing Network Security Policies at organization(s) having reasonably large number of computer users.
- Experience of Configuration, Management, Troubleshooting of Network devices (Routers, Switches, DSL Modems, Firewalls, IDS, IPS, Load Balancers etc.)
- Preference will be given to the professionals with industry standard certifications in the respective discipline

6.	Implementation Assistant (PPS-5)	<p>Qualification: 4 Years Bachelors or Masters in field of IT/Software/Computer from some reputed foreign / HEC recognized university/institution.</p> <p>Experience:</p> <ul style="list-style-type: none"> • Two (02) years' experience as support engineer/implementation assistant in field of IT/Software in Government Organizations or firm of repute in Public or Private sector. • Professional experience will start after the completion of minimum qualification/degree(s) required for this post. <p>Skills:</p> <ul style="list-style-type: none"> • Knowledge of computer hardware and accessories. • Expert in installation, configuration, troubleshooting of operating systems, standard office applications at client desktops. • Good know how of installation of Local Area Network. • Good communication skills • Read, understand and apply computer run instructions procedures and charts. • Detect gross errors in the material and data being processed. • Learn new operating programs and equipment quickly. • Perform precise and accurate work. • Operate display terminals rapidly and accurately. • Understand and follow Oral and Written directions. • Can be assigned to do small computer related tasks like typing of letters, creation of mathematical sheets and creation of presentations etc. • Provide end user training of application. • Provide assistance to Manager in preparing Monthly and Quarterly Progress Reports as per approved templates of Planning Commission and to keep apprised Senior Management on project progress. 	40,000	05	35
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- i. Positions are based in Islamabad and are on contract basis for period up to 30-6-2022 on open merit.
- ii. Detailed Job descriptions/eligibility criteria/requirements are available on website <http://nitb.gov.pk>.
- iii. Interested Pakistani nationals meeting the eligibility criteria for the positions should submit their application online through the web site <https://njp.gov.pk> within 15 days of the advertisement.
- iv. Incomplete applications or applications received after due date will not be considered and no intimation will be given.
- v. Civil Servants must submit department NOC with application.
- vi. Only shortlisted candidates meeting the eligibility criteria (mentioned in the advertisement and detailed job description) will be called for test /interview.
- vii. The department has the right to short-list/reject any or all applications without assigning any reason.
- viii. No TA/DA will be Admissible for appearing in test/interview.

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