

MEMBER I.T (MP I) Scale

JOB DESCRIPTION

- a) Define vision and strategy for digital transformation in the province, aligned with vision of Digital Economy.
- b) To lead the overall cost-effective implementation of the E-Government programs in the Provincial Ministries/Divisions.
- c) To articulate and develop support for the E-Government program at the senior leadership level throughout the provincial government.
- d) Develop e-governance strategy for Provincial Govt.
- e) To coordinate smooth end-to-end E-Government project design and implementation
- f) To work for the efficient implementation of E-Government programs.
- g) To work for the identification of areas where digital interventions can be helpful and to suggest measures for the automation of these areas through Business Process Re-engineering (BPR).
- h) Identify and implement continual program enhancements based on industry standards and best practices and aligned with Government strategic directions.
- i) To review the status of E-Government readiness for ensuring sustainable and accelerated digitization.
- j) Establish relevant benchmarks and performance standards against which to monitor and evaluate the efficiency and effectiveness of the Digital Transformation initiatives.

MEMBER INDUSTRY DEVELOPMENT (MP I) Scale

JOB DESCRIPTION

- a) Provide expert technical advice and information to the management on strategic matters at national and international level.
- b) Serve as focal point for coordination, cooperation and consultation with international/regional and foreign organizations in public and private sector.
- c) Ensure effective and active participation of the province at IT and telecom related national and international fora.
- d) Collect technical information/papers/proposals/documents/policies from international and regional organizations, and subsequently disseminate information among the stakeholders in the province.

- e) Coordinate preparation of provincial proposals for seeking technical collaboration at international and national level in ICT.
- f) Promote a culture of high quality and achievement by vigorously managing and developing the ICT Capacity Building initiatives.
- g) Identify and propose improvements in ICT skill enhancement.
- h) Secure training opportunities locally and internationally and coordinate efficiently with different stakeholders in the province through nomination & coordination from relevant public sector entities.
- i) Establish and maintain relationship with ICT industry and provide recommendations for Ease of Doing Business and Cost of Doing Business.
- j) Identify needs of the industry and develop a plan for incorporating industry needs through strategic initiatives.
- k) Carry out analysis of the startup ecosystem and formulate policies and targeted interventions to address the shortcomings.

DIRECTOR GENERAL-I,

IS&T DEPARTMENT, MP-II Scale:

- B. JOB DESCRIPTION/DELIVERABLE TASKS:** Reporting to the Member IT, the DG-I will carry out, but will not be limited to, the following tasks:
1. Establish and manage Administration directorate. Drive HR, Finance including Audit, legislative and Administration initiatives related to quality, methodology, expertise, tools and future optimization.
 2. Deliver high quality and sustainable administrative, human resources and finance support to enable both the strategic objectives and smooth running of all IS&TD operations.
 3. Exercise lean team building and leadership skills to maximize team efficiency.
 4. Proactively identify areas for ICT interventions and eGovernment readiness in the areas of finance, admin and HR and formulate solutions for their BPR and Accelerated Digitization.
 5. Share information and knowledge and enabling cooperative working across the organization.
 6. Conduct Training Needs Assessment for the Provincial Government and design corresponding Capacity Building Programs.
 7. Develop, recommend and implement HR & Admin policies and procedures that meet the needs of IS&TD
 8. Will be responsible to define the appropriate balance between internal and external resources of IS&TD, develop and improve the organization Standard Operating Procedures (SOPs) for better coordination and administration including Human Resource Management.
 9. Recruitment of the employees as per recruitment policy of the Government

DIRECTOR GENERAL-II,
IS&T DEPARTMENT, MP-II Scale:

- B. JOB DESCRIPTION/DELIVERABLE TASKS:**Reporting to the Member Industry Development, the DG-II will carry out, but will not be limited to, the following tasks:
1. Advise and assist Member Industry Development in expert technical advice and information to the management on strategic matters.
 2. Implementation of policy for effective and active participation of the province at ICT related national and international fora.
 3. Collect technical information/papers/proposals/documents/policies from international and regional organizations, and subsequently disseminate information among the stakeholders in the province.
 4. Coordinate preparation of provincial proposals for seeking technical collaboration at international and national level in ICT.
 5. Promotion of ICT culture in the province.
 6. Establish coordination with ICT industry and academia for developing enabling environment and ecosystem to align with international ICT trends.
 7. Promote a culture of high quality and achievement by vigorously managing and developing the ICT Capacity Building initiatives.
 8. Consultation in preparation of Annual Development Plans and policy planning.
 9. Supervision of execution of schemes/projects approved under ADP.