

Terms of Reference

Position Title	Assistant Director – Enterprise Architecture
Department/Division	Information System and Technology Division (IS&TD)
Number of Positions	01
Nature of Employment	Regular
Location	Islamabad
Duties & Responsibilities	• Support the development and refinement of the Commission’s Enterprise Architecture (EA) framework in alignment with TOGAF methodologies, and assist in creating and maintaining architecture artifacts (business, data, application, and technology models). • Assist in ensuring alignment with the Commission’s EA policies and provide supporting architecture documentation and analysis for the review of project proposals and business cases. • Document AS-IS and TO-BE architectures for business domains and assist in the development of architecture roadmaps supporting 3-5-year strategic objectives. • Contribute to the development and maintenance of architecture views across EA domains, ensuring alignment and traceability between business requirements, information flows, applications, and technology components. • Engage with internal stakeholders to gather and document business and technical requirements, and translate them into clear technical and architectural specifications. • Develop and update technical documentation, architecture reports, and impact assessments for management decision-making, audit requirements, and Commission’s approvals. • Model, maintain, and report on enterprise architecture artifacts in accordance with approved EA standards and methodologies. • Research emerging technologies (FinTech, RegTech, SupTech, Cloud, AI/ML) and conduct technology feasibility assessments. • Review and analyze vendor solutions and monitor industry trends in regulatory technology • Contribute to the identification and documentation of non-functional requirements (security, performance, scalability) and support development teams by providing architecture inputs in line with approved standards.
Qualification	• Master’s or Bachelor’s degree (equivalent to 16 years of education) in Computer Science, Information Systems, Software Engineering, Data Engineering, or related discipline, from an HEC-recognized university/institute. • Certifications in TOGAF 9/10, ArchiMate Practitioner, ITIL Foundation, Agile/Scrum will be preferred.
Post Qualification Experience	• Minimum 3 years of post qualification experience in IT, solution delivery, IT consulting, or project environments with exposure to enterprise or solution architecture concepts. • Experience in public sector, regulatory, or financial institutions will be considered an advantage.

Age Limit	• The maximum age should not exceed 35 years on the last date of submission of the application. • Candidates, who have at least 3 years' experience working with a regulator, will be given age relaxation of 5 years.
Technical Skills	• Exposure to cloud platforms, APIs, and service-based architectures, familiarity with microservices and integration concepts. • Understanding of data architecture concepts, including data modeling and data management principles • Awareness of RegTech/FinTech systems and digital platforms such as company registries, reporting systems, or compliance solutions. • Experience in business process modeling, requirements analysis, and analytical documentation
Other Required Skills	• Communicate complex technical concepts clearly to non-technical stakeholders • Collaborate across organizational boundaries and build stakeholder consensus • Demonstrate continuous learning commitment and attention to detail • Manage multiple priorities with strong analytical and problem-solving skills • Exhibit integrity, self-motivation, adaptability, and critical thinking aligned with public sector values