

Terms of Reference (TOR)

Position Title	Director (IS&TD)
Number of Positions	01
Nature & Duration of Employment	- The appointment shall be made on a contractual basis for a term of three (3) years, extendable on an organizational need and performance basis. - The Commission may consider regularization of this position after completion of three years, subject to fulfilment of the criteria prescribed for this purpose.
Location	Islamabad
Duties and Responsibilities	(i) Assist in executing IT strategic plans by managing IT initiatives, ensuring alignment with organizational goals and addressing IT-related risks under the guidance of the CIO/Divisional Head. (ii) Collaborate with the CIO/Divisional Head to implement information systems and technology initiatives, ensuring smooth integration with organizational objectives. (iii) Provide input to top management and all divisions, ensuring IT recommendations are implemented effectively and aligned with the IS&T division. (iv) Support the CIO/Divisional Head in delivering innovative IT solutions by ensuring that the IT Department executes plans efficiently and meets organizational expectations. (v) Effective IT strategic planning and oversight of infrastructure and operations. (vi) Manage daily operations of the IT Department, including work assignments, mentoring, performance evaluations, identification of technical training requirements, and participation in recruitment while keeping the CIO/Divisional Head informed of progress and challenges. (vii) Facilitate interactions with stakeholders to gather technical and functional requirements and ensure IT solutions are designed and implemented according to the strategic roadmap. (viii) Ensure smooth IT operations across all offices by monitoring and managing applications, networks, and software activities, escalating critical issues to the CIO/Divisional Head when needed. (ix) Coordinate priorities between the IT Department and user departments. (x) Oversee the selection and implementation of new platforms and technologies. (xi) Lead efforts to review and revise existing policies, processes and standards, identify areas for improvement and develop new procedures and policies to enhance organizational effectiveness. (xii) Identify information sources and establish linkages with public and private sector organizations, developing mechanisms to capture and accurately make data available for decision-making. (xiii) Prepare the annual IT budget and monitor major IT budgets, priorities, standards and procedures. (xiv) Maintain a working knowledge of emerging technologies and systems, providing recommendations to the CIO/Divisional Head on their potential implementation within the organization. (xv) Work closely with Chief Information Security Officer to ensure that IT initiatives and infrastructure development comply with established cybersecurity policies and standards. (xvi) Coordinate with Project Management Office to ensure that necessary resources and support are available for project

	timelines and deliverables.
Qualification	• Master's degree / Bachelor's degree (equivalent to 16 years of education) in Computer Science, Information Technology, Computer Engineering, Software Engineering, Electrical Engineering, Telecommunications Engineering, or a related discipline from an HEC-recognized university.
Post-Qualification Experience	• At least 15 years of relevant post-qualification experience. • Experience in managing teams and large-scale IT programs/projects of strategic significance. • Demonstrated experience in leading enterprise-wide IT automation and digital transformation initiatives. • Experience in managing relationships with external technology partners, vendors, and service providers. • Proven expertise in project and program management, ensuring the timely delivery of complex IT initiatives.
Age Limit	• The maximum age should not exceed 50 years as on the closing date for submission of applications.