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| Position Title | Head of Department (Information Systems & Technology Division)/Director |
| Number of positions | 01 |
| Job Type | Contractual |
| Job Duration | 03 years (extendable on need and performance basis). The Commission may consider to regularize the position (after three years) subject to meeting the criteria prescribed for this purpose. |
| Location | Islamabad |
| Duties and Responsibilities | <ul style="list-style-type: none"> (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&TD vision. (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, technical training requirements and participating 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/Executive Director 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 is available for projects timelines and deliverables. |

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| Qualification | Masters' degree or 04-year bachelor degree (equivalent to 16 years of education) in Computer Science/IT/Computer Engineering/Software Engineering or related discipline from HEC recognized reputable university. |
| Post Qualification Experience | At least 15 years of relevant post-qualification experience. <ul style="list-style-type: none">• Experience of managing teams / programs of significance. |
| Age | Maximum age should not exceed 50 years on the last date of submission of application |