

<b>Position Title</b>	<b>Head of IS&amp;T Division   Chief Technology / Digital Officer   Executive Director</b>
<b>Number of positions</b>	01
<b>Job Type</b>	Contractual - 03 years' (extendible subject to need & performance)
<b>Location</b>	Islamabad
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>•Lead the IT governance and transformation office.</li> <li>•Implementation of Commission's digital strategy and build digital capabilities across the Commission.</li> <li>•Work with Ops teams across the Commission to generate innovative digital solutions for products, services, processes, customer experiences and channels etc.</li> <li>•Build, manage, grow digital innovation eco-system (external and Internal) and act as a change agent within SECP as well as its regulated entities.</li> <li>•Transform the current state of collaboration, knowledge management and sharing to transition the SECP into a power house for information management.</li> <li>•IT Strategic planning, managing and controlling IT initiatives, business processes, infrastructure, applications, and Services. Mitigating IT related risks.</li> <li>•Provide vision and leadership for developing and implementing information systems and technology initiatives of the Organization.</li> <li>•Advise top management and all divisions and departments of the Organization on all IT related matters.</li> <li>•Provide leadership to the IT division to deliver cutting-edge technology &amp; IT services for a complete IT solution across the organization.</li> <li>•Effective IT strategic planning and oversight of infrastructure and operations</li> <li>•Manage multiple, concurrent and disparate projects and tasks.</li> <li>•Lead and manage the IT division, to plan and allocate work assignments, resources, mentors. Carry out performance evaluations, identification of technical training required, identify resources required and participating in their recruitment.</li> <li>•High level interaction with internal and external stakeholders to determine project scope, design and architecture overview, and direct the development cycle from inception to completion.</li> <li>•Responsible for the management of a wide range of applications related activities and software applications in Head Office and all regional offices and overall implementation and smooth IT operations.</li> <li>•Coordinate priorities between the IS&amp;T and user departments.</li> <li>•Oversee the selection and implementation of new software platforms and technologies.</li> <li>•Lead efforts to review and revise, as necessary the existing set of policies, processes and standards, and identify areas for improvement and development of new procedures and policies to enhance organizational effectiveness.</li> <li>•Identify information sources and establish linkages with public and private sector organizations and develop mechanisms to capture it accurately and make it available for decision making.</li> <li>•Should possess a broad knowledge of information systems, technologies, hardware, databases, fitnech, regtech, and future trends.</li> </ul>
<b>Qualification</b>	<ul style="list-style-type: none"> <li>•Masters' degree or 04 years bachelor degree (equivalent to 16 years of education) in Computer Science / IT / Software Engineering or other related disciplines from HEC recognized reputable university.</li> </ul>
<b>Post Qualification Experience</b>	<ul style="list-style-type: none"> <li>•At least 20 years of relevant post-qualification experience in managing teams and projects / programs of significance.</li> </ul>

	<ul style="list-style-type: none"><li>•Candidates having experience of digitizing and handling transformation of an organization will be given preference.</li></ul>
<b>Age</b>	<ul style="list-style-type: none"><li>•Maximum 55 years on the last date of submission of Application.</li></ul>