

Government of Pakistan
Ministry of Information Technology and Telecommunication

DIGITAL NATION PAKISTAN

F. No.2-11/2002-Admn

Islamabad the 15th May, 2025

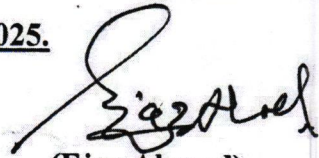
C I R C U L A R

Subject: **DISTRIBUTION OF WORK**

It has been desired by the competent authority that all Heads of Wings may submit their existing work distribution to the Administration Section as per the attached template in quantifiable form.

2. Furthermore, if any additional suggestion/addition by the respective Head of Wing for their wings/sections may also be clearly indicated/added in the attached template.

3. All Heads of Wings are requested to submit distribution of work of their wings/sections to the Administration Section before **20th May, 2025.**


(Ejaz Ahmad)
Section Officer (Admn)
Ph; 9209785


Distribution: -

1. All Heads of Wings of MoITT
2. PS to Additional Secretary, MoITT.

Dir (Cand)

Dir (IT/ITM)
offical (Cand)

Pls. update your JD and
put up.

 21/5/25

Ministry of IT & Telecommunication (MoITT)

(Reporting to _____)

Job Description (JD)	Brief Description	Key Performance Indicator (KPI)

JOB DESCRIPTIONS

INTERNATIONAL COORDINATION WING

Member (IC)

- Serve as focal point within the Ministry of Information Technology for coordination, cooperation and consultation with international/regional and foreign organizations, and with counterpart foreign governments.
- Co-ordinate research and analysis of the latest and emerging trends in the ICT environment to identify new concepts and relevant issues in coordination with the other wings of the Ministry.(Up to 12 months from Contract signing)
- Coordinate with international agencies and develop national plans/policies based upon the best international practices.(Up to 12 months from Contract signing)
- Coordination with stakeholder working in silos to have broad based policy framework for increase of IT and Telecom Import & Export.(As required from time to time)
- Collect technical information/papers/proposals/documents from international and regional organization, and subsequently disseminate information, IT and Telecom standards among the stakeholders after consultation with other wings of MoIT.(As required from time to time)
- Uplift the face of the ICT industry of Pakistan in International forums.
- Establish new or improve the existing mechanisms of information sharing both at local level and international level. (Up to 12 months from Contract signing)
- Provide expert advice to the Minister/Secretary for participation in international/regional events; and develop and coordinate the international travel plan for participation in these events. Subsequent follow-up of all foreign visits of MoIT, collect reports and follow-up on action points.
- Ensure that periodic reports about policy implementation are being submitted to the Ministry
- Secure training opportunities from national/international agencies and coordinate efficiently with different stakeholders in the country.
- Ensure internal coordination so that valuable training opportunities through fellowship or otherwise are not lapsed.
- Develop and maintain comprehensive database of training opportunities secured along with the relevant information of the beneficiaries for even disbursement among the stakeholders.
- Prepare and update National Digital Access Indicators based on the ITU Guidelines and act as a resource pool for statistics in the ICT Sector.(Up to 12 months from Contract signing)
- Coordinate the preparation for meetings, seminars, workshops and conferences and subsequent follow-up.(As required from time to time)
- Evaluate ICT sector profile of a country for preparation of proposals for Joint Ministerial Commissions, Joint Economic Commissions or any bilateral forum in the field of ICTs.

Director General (IC)

Strategic Leadership & Oversight

- Lead and oversee the execution of the International Coordination Wing's mandate, ensuring alignment with national ICT objectives and MoITT's broader policy goals.
- Supervise and coordinate the work of Director Bilateral Relations, Director Multilateral Relations, and Director ITU/UN, fostering synergy across directorates.
- Monitor progress and ensure accountability in implementation of international cooperation initiatives, training programs, and diplomatic engagements.

International Representation & Policy Advocacy

- Represent Pakistan at high-level international forums (e.g., ITU, WSIS, WEF, DCO), articulating national priorities and influencing global ICT and digital economy policies.
- Prepare and present national policy positions, incorporating inputs from relevant domestic stakeholders and sectoral experts.

Coordination & Engagement with Global Partners

- Act as the Ministry's focal point for liaison with international/regional organizations, foreign governments, and multilateral forums.
- Spearhead negotiation and coordination of international technical cooperation agreements and MoUs focused on capacity building, technology transfer, and digital transformation.

Policy Research & Global Trend Analysis

- Conduct and supervise research on emerging global ICT trends, including AI governance, cross-border data flows, cybersecurity frameworks, and digital inclusion.
- Provide strategic input for domestic policy alignment with international best practices and opportunities.

ICT Export Promotion & Economic Diplomacy

- Develop strategic plans to enhance Pakistan's IT and telecom exports through international engagement and policy coordination.
- Coordinate with stakeholders and missions abroad to promote Pakistan's ICT sector globally and explore new markets.

Capacity Building & Fellowship Management

- Identify, secure, and ensure equitable disbursement of international training, fellowships, and technical assistance opportunities for national stakeholders.
- Maintain a comprehensive database of beneficiaries and training programs, ensuring follow-up and impact tracking.

Event Hosting & Diplomatic Engagement

- Plan and coordinate the hosting of international ICT events, conferences, and delegations in Pakistan, highlighting the country's digital progress and fostering global partnerships.
- Manage international travel plans and participation of MoITT officials in global events; oversee timely follow-up on all foreign visits and agreed actions.

Internal & External Coordination

- Ensure effective internal coordination within MoITT and with other ministries to avoid duplication and promote cohesive foreign policy inputs.
- Facilitate comprehensive reporting to senior leadership and maintain institutional memory of international engagements and outcomes.

Director (Coord)

- In coordination with Pakistan Telecommunication Authority (PTA), maintain and update National ICT Indicators/Statistics based on the ITU
- Coordinate with International and Regional organizations for representation of Pakistan/Ministry of IT in international and regional events.
- Secure training opportunities from national/international agencies and coordinate efficiently with different stakeholders in the country.
- Process fellowship opportunities and ensure that the fellowships are fully availed.
- Maintain a database of post visit reports, submitted by the nominee after the participation in the event and follow-up on actions.
- Working with Finance Division and concerned quarters of MoIT for allocation of foreign exchange budget for ITU for each financial year.
- Tracking status of payment of annual obligatory contributions of Pakistan to international/regional organizations and follow up to expedite the payments as and when required.
- Seeking necessary inputs from relevant stakeholders, external and internal, for preparation of the country position for participation and representation of Pakistan at the ITU forums.
- Plan and coordinate with relevant stakeholders for hosting of ICT sector events in Pakistan.
- In coordination with Pakistan Telecommunication Authority (PTA), maintain and update National ICT Indicators/Statistics based on the ITU Guidelines and act as a resource pool for statistics in the ICT Sector.

Director (ITU)

- Responsible for all ICT related matters pertaining to ITU and other UN agencies.

- Follow track of the ICT related activities of United Nations agencies including, but not limited to:
 - i) International Telecommunication Union (ITU).
 - ii) United Nations General Assembly (UNGA)-sustainable Development Goals (SDGs).
 - iii) United Nations Economics and Social Commission for Asia and the Pacific (UNESCAP).
 - iv) United Nations Commission on International Trade Laws (UNCITRAL).
 - v) United Nations Conference on Trade and Development (UNCTAD).
 - vi) World Summit on the Information Society (WSIS).
 - vii) United Nations Human Settlement Programme (UN-Habitat), Smart City.
- Monitor activities of the ITU and other UN agencies and suggests inputs where appropriate.
- Track in particular all development in UNs international regional and regional for a with respect to sustainable Development Goals of the UN.
- Work with ITU for processing any obligations of Pakistan as a member state administration including conveying country's position or concurrence on international issues including questionnaire, survey or administrative/operational issues of ITU.
- Research on and analyze the international best practices being adopted worldwide within the umbrella of ITU.
- Carry out comparison and gap analysis between landscapes of the country's ICT sector, and on-going development in ICTs worldwide using the platform of ITU.
- Examine and propose way forward on how to utilize the platform of ITU for adoption of the international best practices and emerging technologies for development of ICT sector of the country.
- Preparation of country's proposal after seeking necessary inputs from internal stakeholders for technical assistance/expertise/consultancy from ITU under annual BDT operational plan.
- Work with ITU experts/consultants during mission during meetings, Surveys, interviews and workshops with relevant stakeholders for achieving desired objectives defined in TORs and job description.
- Process and scrutinize the application of telecom entities of the country for ITU sectors membership.