

Job Title	Job Description
Grade	Assistant Director Planning & Strategy
Department	M5
Location	Planning
	Peshawar

Background: The Khyber Pakhtunkhwa Information Technology Board is a public sector autonomous organization established under an Act of the Khyber Pakhtunkhwa Assembly in May 2011 for the promotion of Information Technology, Information Technology enabled services and Information Technology enabled education for private sector of the Province of the Khyber Pakhtunkhwa.

Primary Responsibilities & Skills:

Responsibilities:

1. Assist in planning and preparation of technical and financial, economically viable and justifiable and overall feasible projects in line with the mandate of KPITB and Khyber Pakhtunkhwa Digital Policy.
2. Developing plans and projects in line with the strategic goals and objectives of the organization.
3. Conducting research and data analysis in developing organization strategies, business plans and projects to achieve the strategic goals and objectives.
4. Involve in preparation of the concepts, PC-1s/PC-IIs, and their timely submission to the competent forums for approval.
5. Extensive follow up with the approving authorities and to address the observations of the approving authorities/forums.
6. Present regular status updates to the higher management on the planning activities.
7. Keep close coordination with other sections/employees of the organization involved in planning activities.
8. Onboard all the key stakeholders during the preparation of the projects and finalize the project requirements, scope and objectives with their consultation.
9. Responsible for change/revision in the project if need arises during the execution stage.

Skills:

1. Must have strong project planning, coordination, presentation and communication skills.
2. Strong research, analytical and problem solving skills
3. Well aware of the factors positioning Khyber Pakhtunkhwa in a digital eco-system
4. Knowledge of the guidelines, principles and practices of planning and strategies development
5. Knowledge of regulations and laws affecting planning and development
6. Familiar with principles of economics, statistics needed during planning

Assistant Director Projects Solicitation & Evaluation

Responsible for solicitation of the projects, including but not limited to, innovation fund, incubation & co-working spaces, software companies, etc during the projects initiation, planning and execution phase, as follows:-

Initiation:

- To propose and define new projects, that is, to develop project charter by defining initial scope, financial resources committed for the project, identify internal and external stakeholders by developing stakeholder register and assigning or selecting the project manager.

Planning:

- To perform processes to establish the scope of the project, define and refine the objectives, and develop the course of action required to attain those objectives.
- To develop the project management plan by defining, preparing, and coordinating the subsidiary management plans to manage project's scope, time, cost, quality, human resource, communications, risk, procurement, stakeholders, etc. and integrating them into a comprehensive project management plan.
- To develop project documents (Activity attributes, Activity cost estimates, Activity duration estimates, Activity list, Activity resource requirements, Agreements, Cost forecast, Milestone list, Procurement documents, Project calendars, Project charter, Project funding requirements, Project schedule, Project staff assignments, Quality checklists, Quality control measurements, Quality metrics, Requirements traceability matrix, Work Breakdown structure, Resource breakdown structure, Resource calendars, Risk register, Stakeholder register, Team performance assessments, Work performance data & information, Work performance reports, etc.) that will be used to carry out the project.

Execution:

- To complete the work defined in the project management plan to satisfy the project specifications.

- To coordinate people and resources, manage stakeholder expectations, as well as integrating and performing the activities of the project in accordance with the project management plan.
- To recommend planning updates, changes to expected activity durations, changes in resource productivity and availability, and unanticipated risks and accordingly, recommend, to modify the project management plan and other project documents and establishing new baselines. To manage stakeholder engagement; acquire, develop and manage project staff/teams; manage communications, conduct procurements and perform quality assurance.

Job Description

Job Title: Assistant Director Skills and Digital Economy
Grade: M5
Department/ Project: Technical
Location: Peshawar (may be relocated to any city on need basis)

Organization Background:

The Khyber Pakhtunkhwa Information Technology Board (KPITB) is a public sector autonomous organization established under the Khyber Pakhtunkhwa Establishment of Information Technology Board Act, 2011, for promotion of the information technology, Information Technology enabled services and Information Technology enabled education of the Province of the Khyber Pakhtunkhwa and for matters connected.

Primary Duties and Responsibilities:

- Provide blended learning facility in schools, colleges, technical and vocational centers, and universities.
- Develop digital literacy and digital skill programs for schools, colleges and Universities.
- Develop Digital skills programs for women, labor force, government servants, ICT professionals, students, and literate but marginalized communities
- Provide training to employees on IT productivity tools, soft skills and web literacy to improve e-readiness, productivity, and efficiency
- Develop certificate programs for digital skills that are in demand to produce quality employable workforce
- Develop programs to train freelancers to benefit from the growing gig economy
- Identify emerging areas and trends, impart training and develop collaborative programs with academic institutions to spur innovation and digital disruption
- Increase enrollment rates in schools to improve basic and digital literacy
- Create digital skills working groups having local and international experts to identify and develop a list of key skills (soft and technical), that should be relevant to the market needs in the short, medium and long term
- Strengthen digital entrepreneurship through education, training, and facilitation
- Establish strong connectivity between digital ecosystem components
- Develop local and international partnerships
- Provide convenient financing channels for eligible startups and enterprises especially for women entrepreneurs
- Develop and support startups, incubators, and accelerators
- Promote the essence of entrepreneurship in schools, colleges and universities
- Extend support to private incubators, startups and businesses
- Provide support to promote IT Parks and tech cities

- To provide an environment for increasing ICT exports and revenue
- Facilitate SMEs to increasingly adopt e-commerce platforms and digital solutions for their products and services to expand e-business
- Facilitate tech-SMEs and tech-businesses to access regional and global markets
- Provide an integrated payment platform for citizens to pay for e-government services and other online services for public, with ease and convenience, and strengthening the digital payment ecosystem
- Create awareness among the banking sector to emphasize on fintech solutions to target the financially excluded fraction of population
- Promote innovation in fintech sector, and increased adoption of digital financial services
- Explore the potential use of blockchain technology to offer innovative fintech solutions
- Facilitate ease of doing digital businesses and discourage anti-competitive behavior

7	Assistant Director Human Resource • To develop Human Resource Management Plan and managing HR accordingly. • To identify and document roles, responsibilities, required skills, reporting relationships, and to create a staffing management plan. • To organize and manage, the KPITB staff. • To assist conducting recruitments and assist carrying out complete selection process. • To develop staff by improving competencies through training and team member interaction, and overall team environment to enhance performance. • To ensure improved teamwork, enhanced skills and competencies, motivated employees, reduced staff turnover rates, and improved overall organization's performance. • Managing staff by tracking their performance, providing feedback, resolving issues, and managing changes to optimize organization's performance.
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- To positively influence staff behavior, manage conflicts, resolve issues, and appraise performance.
- Developing and coaching staff important interpersonal skills, such as: leadership, team building, motivation, communication, decision making, political and cultural awareness, negotiation, trust building, conflict management, etc.

Assistant Director Projects Monitoring

Managing the overall monitoring & control of the projects, as follows:-

Monitoring and Controlling:

- To track, review, regulate and orchestrate the progress and performance of the projects; identify any areas in which changes to the project management plan are required; and initiate the corresponding changes.
- To identify variances from the project management plan, to control changes and recommend corrective or preventive action in anticipation of possible problems,
- To monitor the ongoing project activities against the project management plan and the project performance measurement baseline.
- To control schedule, costs, quality, communications, risk, procurements, stakeholder engagement and scope.