

Job Descriptions- Durshal Incubation Centers		
S#	Position	Job Description
Durshal		
1	Project Manager	• The Project Manager will report to the Deputy Director Project Implementation, and will manage the implementation of the project, ensuring the success in implementation and coordination with all relevant stakeholders. • To help guide the IT sector's growth and increase opportunities for youth in the province by managing formalized co-working spaces. • To develop a plan for training and mentoring, by providing Co-working Space opportunities to the co-workers. • To provide guidance and support in respect of entrepreneurship mentoring and training; support for crowdsourced innovation; early stage business development and product commercialization; and angel/VC investment networks. • Assessing the state of entrepreneurship, innovation and financing activities through interviews, research and comparative analysis. • Build a strategy for co-working space programs. • Build a strategy for financing co-workers/entrepreneurs. • Represent the project on all technical, administrative and financial matters. • Manage and coordinate among all actors of the Project dealing with problems, troubled situations and conflicts. • Provide managerial and technical inputs and guidance to implement Project activities, and ensure that team members coordinate with each other as required to deliver the Project results. • Report on progress and dealing with queries, comments and complaints. • Visit Project field offices and perform overall management and monitoring of the project. • Take responsibility for overall functions, activities, documentation and assets of the project.

2	Marketing & Communication Officer	• Responsible for creating communications content on behalf of the project. • Develop marketing and communications materials, including press releases, blog posts and social media content • Promote communications and marketing materials through appropriate social channels • Track analytics and create reports detailing successes and failures of communications campaigns • Ensure that all communications and marketing material aligns with brand standards • Maintain digital media archives including photos and videos • Conceptualize and implement communications strategies and campaigns • Respond to media inquiries and perform media outreach to achieve brand placement in publications • Develop escalation protocols for managing communication crises, should they arise • Any other relevant task assigned by the Senior Management.
3	Project Coordinator	The on-site Project Coordinator shall coordinate with the key stakeholders for the successful accomplishment of the project activities. The on-site Project Coordinator shall manage the operations of the Co-working Space and provide direct business assistance to co-workers. He/she shall report to the Project Manager. The Project Coordinator shall provide the daily energy and hands on mentoring that is catalytic to the Co-working Space goal and mission. He/she must be experienced in mentoring and training ICT co-workers/start-ups, have a well-rounded understanding of business management, facilitative leadership ability, and interpersonal skills. A strong Project Coordinator will have an established network of venture capitalists, angel investors, and venture capitalists to support new venture financing. The ideal Project Coordinator would be well connected to professional and technical knowledge networks in the community and would serve as a resource to a network of service providers that provide expert assistance to co-workers. The scope of work also entails: conduct and provide feedback on training/mentorship syllabi, ensure timely delivery of mentorship, delivery of information sessions, and presentation of application process for assigned projects, report on relevant activities of the project and monitor results. The Project Manager shall be responsible for providing guidance and support to the co-workers in respect of entrepreneurship mentoring and training; support for crowdsourced innovation; early stage business development and product commercialization; and angel/VC investment networks.

**ICT Facilitation Center
"Job Descriptions"**

S#	Position	Job Descriptions
1	ICT Technology Architect	1. The ICT Technology Architect will play a crucial role in designing and implementing robust, scalable, and secure technology solutions that align with the organization's business objectives. 2. As a key member of our team, the ideal candidate should possess a strong technical background, excellent problem-solving skills, and a proven track record of successful project delivery in the field of Information and Communication Technology (ICT). 3. Collaborate with senior management, stakeholders, and business units to understand strategic goals and identify opportunities for technology enhancement and optimization. 4. To develop end-to-end technology solutions, considering both functional and non-functional requirements. Architect scalable, robust, and secure systems that adhere to industry best practices and standards. 5. Design and oversee the integration of various technology components, applications, and platforms to ensure seamless data flow and interoperability. 6. Identify potential challenges and provide solutions to achieve a cohesive and integrated technology ecosystem. 7. Evaluate emerging technologies, tools, and frameworks to determine their suitability for specific projects or the organization as a whole. 8. Ensure that the technology solutions meet stringent security and compliance requirements, including data privacy and regulatory standards. 9. Implement measures to safeguard sensitive information and mitigate cybersecurity risks. 10. Provide guidance to cross-functional project teams, including developers, engineers, and system administrators. 11. Identify performance bottlenecks and design solutions to optimize system performance and ensure scalability as the organization grows. 12. Create and maintain detailed technical documentation, including architecture diagrams, design documents, and implementation guidelines. Communicate complex technical concepts effectively to both technical and non-technical stakeholders. 13. Stay up-to-date with industry trends, advancements, and best practices in ICT architecture and technology domains.
2	Business Development Manager	KPITB (Khyber Pakhtunkhwa Information Technology Board) is seeking a motivated and proactive Business Development Manager to lead the business development efforts of its Integrated Payment Gateway and revenue-based partnerships with other provincial government departments. The Integrated Payment Gateway is a critical component of KPITB's digital transformation initiatives, aimed at providing seamless and secure payment transactions for various government services. The successful candidate will be responsible for driving revenue growth through the adoption of the payment gateway and exploring opportunities for KPITB to offer or develop solutions and services for other government departments on a revenue basis. 1. Develop and implement a comprehensive business development strategy to promote the adoption of KPITB's Integrated Payment Gateway across various government departments and stakeholders. 2. Identify and engage potential government partners for revenue-based collaborations, leveraging the payment gateway's capabilities. 3. Cultivate and strengthen partnerships with other provincial government departments to integrate the payment gateway into their service offerings. 4. Collaborate with stakeholders to negotiate and finalize revenue-sharing agreements for successful partnerships. 6. Engage with fintech entities and payment processors to explore opportunities for seamless integration with KPITB's payment gateway. 7. Explore potential solutions or services that KPITB can offer or develop for other government departments on a revenue basis. 8. Drive revenue growth through successful implementation of revenue-based partnerships and increased service transactions via the integrated payment gateway. 9. Monitor market trends, competitor activities, and customer feedback to refine business strategies and offerings. 10. Prepare regular reports on business development performance, revenue targets, and key performance indicators for management review.
3	Mobile App Developer	Mobile Applications development as per need

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4	System Support Officer	1. The System Support Officer will be responsible for providing technical assistance, troubleshooting, and user support for various computer systems, software applications, and hardware devices used throughout the organization. 2. Provide first-level support to end-users, addressing technical issues related to software, hardware, and network connectivity. 3. Assist users with software installations, configurations, and system access requests. 4. Identify, diagnose, and resolve technical problems reported by users. 5. Troubleshoot hardware and software issues, including desktops, laptops, printers, and other peripherals. 6. Escalate complex issues to the appropriate IT teams or vendors when necessary. 7. Assist in performing routine system maintenance tasks, including software updates, patches, and security measures. 8. Assist in managing the procurement and deployment of new IT equipment. 9. Assist in enforcing IT security policies and procedures, ensuring compliance with data protection and privacy regulations. 10. Participate in IT security audits and vulnerability assessments. 11. Stay updated with the latest technology trends and advancements in the IT industry. Suggest and implement process improvements to enhance the efficiency of the IT support function.
5	Web Application Developer	Web Application Development as per need
6	Project Assistant	As per tasks assigned by Team Lead
7	Junior Accounts & Finance Officer	As per tasks assigned by Team Lead
8	IT Support Officer	1. The System Support Officer will be responsible for providing technical assistance, troubleshooting, and user support for various computer systems, software applications, and hardware devices used throughout the organization. 2. Provide first-level support to end-users, addressing technical issues related to software, hardware, and network connectivity. 3. Assist users with software installations, configurations, and system access requests. 4. Identify, diagnose, and resolve technical problems reported by users. 5. Troubleshoot hardware and software issues, including desktops, laptops, printers, and other peripherals. 6. Escalate complex issues to the appropriate IT teams or vendors when necessary. 7. Assist in performing routine system maintenance tasks, including software updates, patches, and security measures. 8. Assist in managing the procurement and deployment of new IT equipment. 9. Assist in enforcing IT security policies and procedures, ensuring compliance with data protection and privacy regulations. 10. Participate in IT security audits and vulnerability assessments. 11. Stay updated with the latest technology trends and advancements in the IT industry. Suggest and implement process improvements to enhance the efficiency of the IT support function.

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9	Mobile Application Developer (Cross Platform)	Translate designs and wireframes into high quality code Design, build, and maintain high performance, reusable, and reliable code Ensure the best possible performance, quality, and responsiveness of the application Identify and correct bottlenecks and fix bugs Help maintain code quality, organization, and automatization
10	Web Application Developer	The Web Application Developer will be responsible for designing, developing, and maintaining high-quality web applications that meet clients' needs and business requirements. The ideal candidate should have a proven track record of developing scalable and responsive web applications using the latest web technologies.. Key Responsibilities: 1. Web Application Development: Collaborate with cross-functional teams, including UI/UX designers and backend developers, to conceptualize and implement web applications. Write clean, efficient, and maintainable code using HTML, CSS, JavaScript, and other front-end technologies. 2. User Experience (UX) and Interface (UI) Design: Work closely with designers to ensure a seamless and visually appealing user experience. Implement responsive designs that function well across various devices and browsers. 3. Front-end Frameworks and Libraries: Utilize front-end frameworks (e.g., React, Angular, Vue.js) and libraries to develop interactive and dynamic web applications. Stay updated with the latest trends and best practices in front-end development. 4. Backend Integration: Collaborate with backend developers to integrate web applications with server-side functionalities, APIs, and databases. Ensure smooth communication between front-end and back-end systems. 5. Performance Optimization: Optimize web application performance, including loading times and responsiveness, to enhance the user experience. Conduct regular performance testing and debugging to identify and resolve bottlenecks. 6. Testing and Quality Assurance: Conduct thorough testing of web applications to ensure functionality, usability, and security. Debug and resolve any issues or defects to deliver high-quality products. 7. Version Control and Documentation: Use version control systems (e.g., Git) to manage code repositories and track changes. Document code and project details for easy reference and knowledge sharing. 8. Project Management and Delivery: Adhere to project timelines and milestones, delivering high-quality code within specified deadlines. Participate in project planning and sprint meetings to contribute to the development process.

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11	DevOps Engineer	The DevOps Engineer will be responsible for implementing and managing the tools, processes, and infrastructure that support our continuous integration, continuous delivery (CI/CD), and DevOps practices. The ideal candidate should be proficient in various DevOps tools and methodologies to optimize collaboration between development and operations teams. Key Responsibilities: 1. Continuous Integration and Continuous Delivery (CI/CD): Implement and maintain CI/CD pipelines to automate the build, test, and deployment processes for software applications. Ensure a smooth and efficient flow of code changes from development to testing and production environments. 2. Infrastructure Automation: Use infrastructure-as-code (IAC) tools, such as Terraform or CloudFormation, to automate the provisioning and configuration of cloud resources. Streamline the deployment and management of applications on cloud platforms (e.g., AWS, Azure, Google Cloud) using containerization (Docker) and orchestration (Kubernetes). 3. Monitoring and Performance Optimization: Set up and manage monitoring and alerting systems to proactively identify and address performance issues and outages. Optimize system performance and resource utilization to ensure optimal application responsiveness. 4. Security and Compliance: Implement security best practices and guidelines to safeguard the integrity and confidentiality of data and applications. Enforce compliance with security policies and standards during development and deployment processes. 5. Collaboration and Communication: Work collaboratively with development, QA, and operations teams to promote a culture of DevOps and continuous improvement. Facilitate communication and knowledge sharing between teams to enhance cross-functional collaboration. 6. Version Control and Configuration Management: Use version control systems (e.g., Git) to manage code repositories and track changes. Maintain configuration management tools to ensure consistency and reproducibility of deployments. 7. Incident Management and Troubleshooting: Participate in incident management and troubleshooting activities to resolve issues promptly and minimize downtime. Conduct post-mortem analyses to identify root causes and implement preventive measures. 8. Documentation and Training: Document infrastructure and deployment processes, including runbooks and playbooks for standard procedures. Provide training and support to team members on DevOps practices and tools.

Job Description	
Job Title	Project Manager
Grade	19
Location	Peshawar
Project	Establishment of Software Technology Parks
Organization 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.
Project Background	Technology Parks (STPs) play a vital role to encourage collaboration, digitization and innovation in both traditional socio-economic sectors and emerging technologies. The proposed STPs will aim to bring together innovative technology companies in a work conducive environment. These STPs will not only promote academia and industry linkages but also bridge gaps of technology and infrastructure access in secondary and tertiary cities, help in boosting IT exports. Presently, KPITB is operating two IT Parks - one in Peshawar and one in Abbottabad. These IT Parks are not only playing an important role in facilitating the local IT companies in achieving their business targets but also contributing towards the enablement of a fostering Eco system.
Primary Duties and Responsibilities	1. Responsible for implementation of the project in all technical, administrative and financial matters and overall delivery of the project in timely manner. 2. Ensuring that optimal quality/standard are maintained by each corresponding role. 3. Taking decisions over phase wise strategic implementation of project. 4. Ensuring that the strategy/deliverables are free from any constraints and Government rules and regulations are being followed throughout the program. 5. Responsible for smooth execution of the project and resolve the issues faced during project implementation. 6. Responsible for any revisions in the PC-1 or changing operational model in the future. 7. Must have strong Administrative, project management, coordination, presentation, and communication skills. Strong analytical and problem-solving skills
Job Requirements	
Education	Minimum 16 Years of Education with a Degree in Management/ IT/Computer Science/ICT or related.
Upper Age Limit	45 years
Work Experience	At least 07 years of post-qualification relevant experience. Candidates having PMP/Prince-II Professional certificate will be preferred.
Key Working Relationships	
Position Reports to	Deputy Director Projects Implementation
Position directly supervises	-
Indirect Reporting	N/A
Other Internal and/or external contacts	As assigned

Job Description	
Job Title	Facility Management Officer
Grade	17
Location	Peshawar
Project	Establishment of Software Technology Parks
Organization 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.
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Primary Duties and Responsibilities	1. Responsible for Administration, management and smooth operations of respective STP. 2. Coordinate with the tenants of STP and focal person of the partners for smooth operations. 3. Reconciliation of tenant companies’ transactions. 4. Process bills, invoices, recoveries and payment cases related to affairs between tenant companies and KPITB. 5. Facilitate the tenants in any operational issues. 6. Responsible for outreach to the ICT businesses for occupancy of the space. 7. Prepare and submit Progress Reports, STP economic achievement report or any other report required. 8. Any other task assigned by the Senior Project Staff or KPITB Management. 9. Must have good coordination, communication, and interpersonal skills. 10. Proficient in computer and reports writing skills. 11. Strong analytical and problem-solving skills.
Job Requirements	
Education	Minimum 16 Years of Education with a Degree in Management/ IT/Computer Science/Electrical Engineering /ICT or related.
Upper Age Limit	40 years
Work Experience	At least 03 years of post-qualification relevant experience
Key Working Relationships	
Position Reports to	Project Manager
Position directly supervises	-
Indirect Reporting	N/A
Other Internal and/or external contacts	As assigned

Job Description	
Job Title	Civil Infrastructure Officer
Grade	17
Location	Peshawar
Project	Establishment of Software Technology Parks
Organization 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.
Project Background	Technology Parks (STPs) play a vital role to encourage collaboration, digitization and innovation in both traditional socio-economic sectors and emerging technologies. The proposed STPs will aim to bring together innovative technology companies in a work conducive environment. These STPs will not only promote academia and industry linkages but also bridge gaps of technology and infrastructure access in secondary and tertiary cities, help in boosting IT exports. Presently, KPITB is operating two IT Parks - one in Peshawar and one in Abbottabad. These IT Parks are not only playing an important role in facilitating the local IT companies in achieving their business targets but also contributing towards the enablement of a fostering Eco system.
Primary Duties and Responsibilities	1. Responsible for preparation of designs, BOQs, for the renovation, interior, and furnishing of the STP's (where required) 2. Monitor the progress of construction work, identify potential issues, and implement corrective actions as needed.Regularly oversee and supervise the construction work of the Project to ensure timely and cost-effective delivery. 3. Responsible for renovation, interior, and furnishing of the STPs as per the Structural and Architectural designs through the contractors. 4. Ensure regular maintenance and upkeep of civil infrastructure of the STPs. 5. Coordinate with consultant, contractors, and other stakeholders to ensure the project is executed as per the desired objectives. 6. Perform such other tasks as assigned by the project director/Project Manager and as may become necessary.
Job Requirements	
Education	Minimum 16 Years of Education with a Degree in Civil Engineering/ Architecture with having a sound technical background.
Upper Age Limit	40 years
Work Experience	At least 03 years of post-qualification relevant proven track record of working for reputable national/international organizations.
Key Working Relationships	
Position Reports to	Project Manager
Position directly supervises	-
Indirect Reporting	N/A
Other Internal and/or external contacts	As assigned

Job Description	
Job Title	Coordination & Communication Manager
Grade	18
Location	Peshawar
Project	Establishment of Software Technology Parks
Organization 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.
Project Background	Technology Parks (STPs) play a vital role to encourage collaboration, digitization and innovation in both traditional socio-economic sectors and emerging technologies. The proposed STPs will aim to bring together innovative technology companies in a work conducive environment. These STPs will not only promote academia and industry linkages but also bridge gaps of technology and infrastructure access in secondary and tertiary cities, help in boosting IT exports. Presently, KPITB is operating two IT Parks - one in Peshawar and one in Abbottabad. These IT Parks are not only playing an important role in facilitating the local IT companies in achieving their business targets but also contributing towards the enablement of a fostering Eco system.
Primary Duties and Responsibilities	1. Prepare and implement marketing, awareness, outreach and promotion plan. 2. Responsible for the maximum occupancy of the respective STPs as per the project objectives. 3. Coordination with Focal persons of the partners organizations in business development. 4. Prepare and submit consolidated occupancy status, economic achievement report or any other report required. 5. Consultation with partners regarding STPs establishment. 6. Developing and implementing communication plans and strategies to support the project goals and objectives. 7. Writing and editing communications materials such as press releases, newsletters, brochures, speeches, and presentations. 8. Managing and maintaining the project website and social media presence. 9. Any other task assigned by the Project Director / Project Manager . 10.
Job Requirements	
Education	Minimum 16 Years of Education with a Degree in Management/ICT / Mass Media / Business Administration or relevant.
Upper Age Limit	45 years
Work Experience	At least 05 years of post-qualification relevant experience with proven track record of working for reputable national/international organizations.
Key Working Relationships	
Position Reports to	Project Manager
Position directly supervises	-
Indirect Reporting	N/A
Other Internal and/or external contacts	As assigned

Job Description	
Job Title	Monitoring & Evaluation Officer
Grade	17
Location	Peshawar
Project	Establishment of Software Technology Parks
Organization 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.
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Primary Duties and Responsibilities	1. Developing and implementing M&E plans, systems, and tools to track and measure project progress and impact. 2. Collecting and analyzing data to assess the effectiveness and efficiency of programs and projects. 3. Prepare comprehensive reports and presentations summarizing findings, insights, and recommendations. 4. Collaborate with project manager, project coordinators, and other staff to ensure that monitoring and evaluation activities are integrated into project planning, implementation, and reporting processes. 5. Any other task related to monitoring & evaluation assigned by the Project Manager.
Job Requirements	
Education	Minimum 16 years of education with a Degree in Management/ Business Administration / ICT or equivalent.
Upper Age Limit	40 years
Work Experience	At least 03 years of post-qualification relevant experience in a public or private sector organization.
Key Working Relationships	
Position Reports to	Project Manager
Position directly supervises	-
Indirect Reporting	N/A
Other Internal and/or external contacts	As assigned

Job Description	
Job Title	Videographer and Social Media Officer
Grade	17
Location	Peshawar
Project	Establishment of Software Technology Parks
Organization 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.
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Primary Duties and Responsibilities	Planning and filming live events, short films and shoots for various projects, events and functions of KPITB Ensuring all filming equipment is ready and in proper working order Undertaking editing of film footages Understanding client briefs, offering creative feedback and providing an estimated filming budget Discussing ideas with the Marketing team team prior to filming Coordinating and assisting relevant teams for shoots, promotional campaigns videos, etc. Creating, engaging and posting content on social media platforms for the initiatives and activities of KPITB.
Job Requirements	
Education and Work Experience	Minimum 16 Years of Education At least 03 years of post-qualification relevant experience with proven track record of working for reputable national/international organizations. Must have good coordination, communication and interpersonal skills. Proficient in computer and video editing softwares. Strong analytical and problem-solving skills.
Upper Age Limit	40 years
Key Working Relationships	
Position Reports to	Project Manager
Position directly supervises	-
Indirect Reporting	N/A
Other Internal and/or external contacts	As assigned

Job Description	
Job Title	Photographer and Social Media Officer
Grade	17
Location	Peshawar
Project	Establishment of Software Technology Parks
Organization 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.
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Primary Duties and Responsibilities	Planning and capturing photographs during various events and functions of of KPITB Ensuring all filming equipment is ready and in proper working order Communicating with clients to set up a time and place for a photoshoot Maintaining and managing photography equipment Editing photos Submitting photos to appropriate persons Managing photography sessions Discussing ideas with the Marketing team team prior to photography Coordinating and assisting relevant officials and persons for photography etc. Creating, engaging and posting content on social media platforms for the initiatives and activities of KPITB.
Job Requirements	
Education and Work Experience	Minimum 16 Years of Education At least 03 years of post-qualification relevant experience with proven track record of working for reputable national/international organizations. Must have good coordination, communication and interpersonal skills. Proficient in computer and using Adobe Photoshop, Capture One, or similar software Strong analytical and problem-solving skills.
Upper Age Limit	40 years
Key Working Relationships	
Position Reports to	Project Manager
Position directly supervises	-
Indirect Reporting	N/A
Other Internal and/or external contacts	As assigned