

INFORMATION & COMMUNICATION TECHNOLOGY (ICT) SPECIALIST

The ICT Specialist will assist the Unit in strengthening P&D Board's ICT Infrastructure by providing a solid implementation framework and strategic plan by accelerating and extending the deployment of adequate ICT infrastructure, including hardware, software and skilled human resource. The specialist will provide guideline for the optimal utilization of ICT within P&D Board so as to enhance internal efficiencies and accelerate business processes.

1. Introduction:

Program Support Unit (PSU) has been established in the P&D Board to implement TA-Component of Punjab Resource Improvement and Digital Effectiveness (PRIDE) Program. It is a five year program funded by International Bank for Reconstruction & Development (IBRD) – World Bank Group with objectives to strengthen Public Financial Management (PFM) Systems and revenue mobilization in the Punjab Province to promote coherent PFM systems. The PSU in the P&D Board is responsible to coordinate implementation of activities under the P&D Board.

2. Objectives

The main objective of the PRIDE Program is “to increase Own Source Revenue and improve reliability of resource allocations and access to digital services for people and firms in the province of Punjab”. The PRIDE Program primarily addresses three challenging areas; (i) fiscal risk management (ii) revenue mobilization (iii) expenditure management through better use of information systems. Efficiency improvements in public expenditure and increased fiscal space for growth-enhancing expenditure on infrastructure and human capital could contribute to the Country's goal of reaching middle income status by 2047. The proposed Program will support selected actions under Public Financial Management Reform Strategy (PFMRS) 2020-25 and RISE Punjab. The expected results of the Program correspond with the Government's expenditure framework across three Result Areas which are; (i) strengthened budget formulation and fiscal risk management (ii) increased use of digital technology for delivery of selected public services (iii) improved collection of own source revenue.

3. Main Responsibilities:

The overall responsibilities of the assignment are to:

1. Provide support to the PITB in preparation of Digital Policy for Punjab Government based upon international best practices from the contemporary economies.

2. Examine the ICT related ADP portfolio of Punjab Government w,r,t PRIDE and give input on the projects included in the ADP to achieve program objectives.
3. Provide advice and guidance to PSU, P&DB on strategic and policy issues to strengthen the ICT systems at all phases of Project Cycle, including related to accessibility and increased connectivity;
4. Act as focal person for the Public Investment Management Support for P&DB assignment-digitalization component in developing systems for complete process flow digitalization of P&DB including change management.
5. Provide support to the PIM Firm in development of IT/IS Strategy for P&DB, identification of necessary hardware/software for digitalization of P&DB, provide support to procurement specialist in procurement of such equipment, supervise installation and operationalization of such hardware/ software.
6. Work in close coordination with other PSU PRIDE specialists to examine the reports/studies submitted by the PIM consulting Firm and provide feedback for improvement and validation through different Working Groups constituted at P&DB to oversee the assignment, related to digitalization & process reengineering.
7. Capacity building of PSU PRIDE P&DB staff on ICT interventions under the program.
8. Coordinate with consulting Firm for support to PPRA in e-procurement regime in Punjab
9. Coordinate with PITB and Implementing Partners in developing and implementing Grievance Redressal Mechanism(GRM) for PRIDE throughout the program period and ensure regular monitoring and reporting on Grievance resolutions.
10. Develop communication tools in coordination with Communication Specialist to be incorporated in PRIDE communication Strategy to disseminate ICT interventions under PRIDE, and updation of PRIDE – website.
11. Support to ensure that the use of ICT systems for data integration and information sharing are in place both vertically and horizontally, within P&DB and between different line departments;
12. Develop comprehensive monitoring as well as reporting frameworks/formats in consultation with M&E Specialist for regular monitoring the risks and issues pertaining to ICT under the program and support implementation mitigation measures in consultation with other specialists in PSU PRIDE.
13. Draft terms of reference for any activities and consultancies related to ICT interventions under PRIDE.
14. Provide guidance to the Impact Assessment Firm in assessing the impacts of the ICT interventions under PRIDE program.
15. Perform any other task assigned by the concerned authorities.

4. Qualification and Experience:

- Master's degree (18 Years) or equivalent in Computer Science / Information Technology or closely related discipline from a reputed/recognized university with at least 8 (eight) years of relevant work experience.
- OR Bachelor's degree or equivalent in Computer Science / Information Technology from a reputed/recognized university with at least 10 (ten) years of relevant work experience.
- Experience in designing large ICT based automation system.
- Demonstrated track record of delivering high-quality IT reports and knowledge products on time.
- Sound understanding of the Public Investment Management functions of Provincial Government will be an advantage.
- Experience or certification as project management is desirable.
- Knowledge on government procedures and systems will be an added advantage.

5. Duration of Contract

Initial duration of contract shall be one (01) year, extendable subject to satisfactory performance.