

Detailed Job Specifications of Project Posts under PSDP Project of FPSC

a. Project Manager

Description	Details	Qty
Designation	Project Manager	01
Pay Scale	PPS-9	
Description	PM will be hired on contract under relevant rules / regulations as prescribed by the Planning Division for hiring of project staff. He will be the key person to execute the project in line with the approved PC-I under supervision of Project Director. The PM will also be responsible for preparing the necessary documents i.e work plan, tender document/RFP, cash plan, project releases, PC-III and PC-IV etc. during the project at his own as well as in coordination with PD.	
Qualification	16 years education in Computer Science/ IT from a university recognized by the HEC.	
Experience	<ul style="list-style-type: none"> • 12 years of experience of working in the computer science/ IT field. • At least 5 years working experience in the IT Project Management in the public or private sector. • Must have handled IT projects involving software development and deployment of IT infrastructure • Must have firm grip on public procurement rules, latest IT trends, technologies, and best practices supported by relevant experience certificates 	
Roles & Responsibilities	<ul style="list-style-type: none"> • Responsible for Planning, Execution of various activities of project • Ensure flawless execution of project through effective Monitoring, Evaluation & Reporting to the appropriate forums • Ensure that all project activities are delivered on-time, within scope and budget • Coordination with all stakeholders including management of FPSC & other government departments/agencies i.e. Establishment Division, Planning Commission, Finance Division, NTC, MOITT, NADRA etc. for smooth execution of project. • Ensure timely submission of NIS and work / cash plans etc. for resource availability and allocation through effective coordination with all concerned agencies. • To ensure observance of PPRA rules during procurements of Goods / Services under the project. • Preparation of Bidding documents, RFPs, RFQs, EOIs etc., advertisements and timely publication inline with PPRA rules • Get the detailed project plan developed by the firms/vendors and track progress • Use appropriate verification techniques to manage changes in project scope, schedule and costs • Conduct of meetings of all committees under the project and documentation of minutes of the meetings of committees • Ensure implementation of decisions of the committees under the project • Measure project performance using appropriate systems, tools and techniques • Report and escalate issues related to project to the appropriate forum / management as needed • Create and maintain comprehensive project documentation • To work as secretary of all committees under the project • Undertake all necessary measures, as may be needed, to ensure meeting of the assigned objectives. • Preparation of contract agreements / SLAs at the time of award of work against various components of the project. 	

b. Information/ Cyber Security Officer

Description	Details	Qty
Designation	Information/ Cyber Security Officer	
Pay Scale	PPS-8	
Description	<p>The Information/Cyber Security Officer will be responsible for establishing and maintaining a secure IT environment for the FPSC Automation System. This role involves implementing and enforcing security policies, managing risk assessments, and ensuring compliance with national cybersecurity standards. The ISO will work closely with the Project Director and IT teams to safeguard sensitive project data and systems.</p>	
Qualification	<ul style="list-style-type: none"> • Bachelor’s or Master’s degree in Computer Science/ Cybersecurity/ Information Security or related field • Professional certification such as CISM/ CISSP/ CEH/ ISO 27001 LA • Strong understanding of network security, encryption, firewalls, and access controls • Knowledge of national and international cybersecurity standards and frameworks 	01
Experience	<ul style="list-style-type: none"> • Minimum 5 years of experience in information security or related IT roles • Proven experience in conducting risk assessments, vulnerability testing, and incident response • Familiarity with public sector cybersecurity policies and regulatory compliance • Strong analytical, problem-solving, and communication skills 	
Roles & Responsibilities	<ul style="list-style-type: none"> • Develop, implement, and enforce IT security policies and procedures • Conduct regular risk assessments and recommend mitigations • Monitor systems for security breaches and respond to incidents • Ensure compliance with government cybersecurity regulations • Provide training and awareness sessions on security best practices • Prepare security documentation and reports for the Project Director and auditors 	