TERMS OF REFERENCE
"NETWORK ENGINEER"
Transformation Management Office (TMO)
Khyber Pakhtunkhwa Revenue Mobilization & Public Resource Management
Program, Finance Department
Government of Khyber Pakhtunkhwa

Background

The Government of KP as part of its digital transformation initiative, intends to automate document and file management within the ministries as a first step towards digital governance. The key aims of the transformation exercise are:

- Minimize the use of paper, in a phase-wise manner, eventually transitioning to paperless governance model.
- Improve productivity, efficiency and transparency of government departments through an automated file management system.
- Improve efficiency of interaction between local, provincial and federal government entities through the automated file management system and use of secure, innovative Information and Communication Technologies (ICT) solutions, including Video Conferencing, email services, shared drive/cloud-based storage facilities, etc.; and Improve decision making through data driven governance.
- Create functional and system requirements specifications documents around the recommended changed processes.
- Training Needs Assessment to understand the current state of digital skills and the subsequent trainings required for adaption of technology initiatives.

The Transformation management office (TMO) will be established for all transformation related resources for effective monitoring, coordination and governance placement of technology implementations. The TMO office will be composed of executives and representative officials from Chief Minister Delivery Unit, KPIT Board, ST&IT and consultants. The office takes overall responsibility for deriving the program including effective coordination and preparatory aspects within KP government departments, oversight of implementation vendor, timely coordination of relevant trainings and legal ramifications which may rise out of changes. The office will define job roles and their descriptions to fill appropriate gaps, assign ownership for effective oversight and monitoring. Any onboarding of the required resources to manage a large-scale implementation within KP should also be overseen by such an office. The IT Change management and the People part to emerge out of such an implementation will require effective coordination and meticulous planning for departmental roll outs and preparedness of people and technology assets. This should be all coordinated from within a single workspace.

Project Development Objective

In line with KP Digital Policy 2018-2023 improving institutional capability of the provincial government to deliver better public services, improve accountability, productivity and

efficiency with better citizen engagement remove paper based processes, improve communication through technology etc.

Scope of Work

The Network Engineer will be based in Transformation Management Office (TMO) and shall be responsible for the project on the related aspects but not limiting to the following:

- Establishing and maintaining IT and digital communication infrastructure, Including wireless or LAN network.
- Establishing and maintaining digital communication software, including emails, user logins and passwords; this includes setting up new employees with company email accounts and providing them with access to the network, as well as troubleshooting for existing employees.
- Training new staff to operate within the company's IT system and ensuring that new staff are aware of company's communication policy.
- Making sure that the networks are protected from malware and viruses, identifying areas that might be under threat and areas where security can be improved, keeping up to date on ever-changing cyber-threats.
- Installing and maintaining firewalls, establishing, and maintaining company wide access policies to the internet.
- Provide technical support and assistance to employees.

Qualifications and Experience

- Master's Degree in Computer Science, Network Engineering, or related Discipline (sixteen years of education).
- At least 05 years of relevant experience; after acquiring stipulated qualification at the national level or with the International Organizations / Donor projects.
- Experience in development sector will be prefered.
- Excellent command of written and spoken English with an equally good command overcommunication, report writing and analytical skills.
- Donor funded Project experience would be preferred.

Duration of Assignment
The initial contract will be given for one (1) year extendable on annual basis subject to annual performance review. The position is based in Peshawar.