TERMS OF REFERENCE
"INFORMATION SECURITY EXPERT"
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 duties and responsibilities of Senior Information Security Expert will include but will not necessarily be limited to the following:

- Benchmark, analyze, report, and make recommendations for the improvement and growth of the Next Generation infrastructure and systems.
- Manage the deployment, monitoring, maintenance, development, upgrade, and support of all Client managed systems, operating systems, hardware, and software.
- Designing, implementing, and measuring relevant security and technology management critical success factors, key performance indicators, and metrics.
- Deploying and managing next-generation cyber security controls to mitigate threats and respond to security incidents based on incident response plans.
- Ensure Advanced Threat Protection.
- Preparing Security Control Assessment Report, Security Risk Assessments, etc.
- Identifying business, privacy, security, compliance, information technology and regulatory risks.
- Perform any other tasks as assigned.
- Keeping the project team updated on the project status at a regular interval and in case of issues take prompt actions for the issue resolution
- Coordination between project implementation team, KPITB and government departments
- Work on multiple tasks and projects simultaneously, with attention to detail, as required
- Coordination and providing technical support to various department/organization
- Perform any other tasks as assigned
- Monitor day-to-day implementation of the program activities, analyze problems that hamper their implementation and advise the coordinator on appropriate measures to ensure timely delivery of required modules
- Participate in prototyping, testing, and deployment of front-end applications by identifying, understanding and developing user requirements
- Coordinate and facilitate other consultants in terms of synchronizing the efforts for the integration of various services of the platform
- Submit daily progress report on the assigned tasks and update the supervisor on regular basis
- Implement best practices and frameworks for ensuring application and network security

Qualification and Experience

- Degree (minimum sixteen years of education) in Computer Science, Information Technology, Electrical (Communication) Engineering or any related discipline.
- At least 07 years of experience in the area of information systems, information systems security etc.
- At least 02 years of experience in information security would be required
- Written and oral fluency in English

Duration of Assignment

The initial contract will be given for a year, extendable periodically after 6 months subject to satisfactory performance up to 18 months not later than project completion date.

Duty Location:
The position will be based in Peshawar.

Key Working Relationship:

1. Functional Reporting: Managing Director, KPITB
2. Administrative Reporting: Project Director, KPRMP