

Job Title: Manager Technical Coordination & Policy

Reporting to: Director General (Telecom)

Job Group: OP3-A

Department: P&T

Why should you join us

Universal Service Fund (USF), a company limited by guarantee, was established under Section 42 of the Companies Ordinance, 1984 (now Companies Act, 2017) and registered with the Securities and Exchange Commission of Pakistan (SECP) by the Ministry of IT & Telecom, Government of Pakistan.

Universal Service Fund (USF) offers a unique opportunity to contribute to meaningful national projects in the rapidly evolving Telecom Sector. By becoming part of USF, you'll work in a dynamic environment that values diversity, integrity, innovation, and growth. The organization provides a collaborative and forward-thinking workplace where professionals can excel and develop their skills.

Moreover, with competitive market-based remuneration, opportunities for career growth, and the chance to be part of a team driving national progress.

The position will be contractual for an initial period of Three (03) years with further extension on satisfactory performance. The USF management can assign, change the job description and appoint or transfer the designee to any station as deemed necessary by the organization to meet its operational requirements.

Interested candidates may apply online through website: <https://www.njp.gov.pk/>

The individuals who fulfill the below-mentioned eligibility criteria may apply for the following position:

Goals & Typical day at work (Responsibilities of the Role)

- Oversee policy matters and liaison with different public and private entities
- Lead the development of policies and procedures in alignment with the Ministry's strategic goals and objectives. This may involve conducting research, analyzing data, and consulting with relevant stakeholders to understand needs and priorities.
- Engage with internal and external stakeholders, including government agencies, industry associations, advocacy groups, and the public, to gather input, build consensus, and advocate for the Ministries policy positions
- Oversee all technical & policy matters related to Pakistan Telecom Authority (PTA), National Telecommunication Corporation (NTC), Special Communication Organization (SCO), and Universal Service Fund (USF) and other related organizations/departments/Authorities

- Responsible for policy matters of frequency spectrum management, disaster management, optic fiber backhaul connectivity, submarine cables, Mobile Manufacturing, ROW, Satellite Broadband, etc.
- Develop and oversee the implementation of policies across the organization, working closely with departments to ensure understanding and compliance.
- Continuously monitor and evaluate the effectiveness of existing policies, identifying areas for improvement or revision based on feedback, data analysis, and changing circumstances
- Contribute to the organization's strategic planning process by providing insights and recommendations on policy-related opportunities, risks, and challenges.
- Facilitate communication and collaboration among different departments and teams, ensuring alignment with organizational goals and priorities.
- provide regular updates and reports to reporting officers.
- To take measures in improving efficiency of the technical coordination.
- Stay abreast of relevant laws, regulations, and industry standards

Eligibility Criteria

Education:

- Master's Degree in Information & Communication Technology (ICT)/Telecom/ Computer Science from HEC Recognized local or foreign university
- OR
- Bachelor's (4 years) in Information & Communication Technology (ICT)/Telecom/ Computer Science from HEC Recognized local or foreign university

Work experience:

- Candidates with a Master's Degree are required Thirteen (13) years of experience in the relevant field including 10 years in Telecom Network & Commercial Operations/Planning/Telecom Strategy/Policy & Regulatory/Technology Consultancy & Advocacy
- Candidates with a Bachelor's Degree are required Fifteen (15) years of experience in the relevant field including 12 years in Telecom Network & Commercial Operations/Planning/Telecom Strategy/Policy & Regulatory/Technology Consultancy & Advocacy.
- Good understanding of 2G, 3G / 4G (LTE), 5G networks, OFC networks, network evolution
- Understanding of Satellite communication/ technology will be a PLUS.
- Candidate with rich experience in ICT Regulatory and Policy will be preferred.

Age Limit:

- Maximum 45 years (to be calculated as on the closing date of submission of applications)