



## **NATIONAL ASSEMBLY SECRETARIAT**

### **SITUATION VACANT**

#### **DIRECTOR GENERAL (IT) / CHIEF INFORMATION SECURITY OFFICER (MP-II)**

The National Assembly Secretariat invites applications for the post of Director General (IT) / Chief Information Security Officer (MP-II) for appointment on contract basis for a period of two years from the applicants fulfilling the following qualifications and conditions:

#### **1. Academic Qualification:**

- (a) 16 years of education from HEC recognized institution or an internationally reputable university, with major in cybersecurity, information security, computer science or an engineering discipline with emphasis on information and communication technologies.
- (b) At least one top professional certification as a mandatory requirement including CISSP, CCISO or equivalent.
- (c) Sector specific certifications such as CCSP, SANS SEC-540, ICS/SCADA 410, PCIDSS and/or certifications on relevant ISO standards etc.

**or**

M.S / Ph.D in cybersecurity/ computer science / engineering discipline with emphasis on information and communication technologies from an HEC recognized institution or internationally reputable university.

#### **2. Experience:**

- (a) At least 5 years of relevant post-qualification experience with Ph.D degree in relevant field including 3 years in a senior leadership role.

**or**

- (b) At least 7 years of relevant post-qualification experience with MS degree in relevant field including 3 years in a senior leadership role.

**or**

- (c) At least 10 years of relevant post-qualification experience with 16 years degree in relevant field.

**and**

- (d) A successful track record of initiating and leading digital transformation in a large-scale organization or a government / semi-government body by leveraging ICT solutions and services;
- (e) Proven track record of designing, implementing and managing cybersecurity programs;
- (f) Proven experience in managing at least one of the following programs:
  - (i) Governance, Risk and Compliance (GRC);
  - (ii) Security Operations Center (SOC);
  - (iii) Security Testing; or
  - (iv) Digital Forensics;
- (g) Experience with regulatory compliance (e.g., GDPR, NIST, ISO 27001, PCI-DSS, DORA and relevant local cybersecurity frameworks as per organizational needs);
- (h) Experience of developing a vision and plans to transform governance / business processes by use of digital technologies and contribute to government efficiency and transparency;
- (i) Demonstrated experience in hybrid project management and business process re-engineering;
- (j) Proven experience in leading and implementing change management strategies and plans for accelerated digital transformation; and
- (k) Experience to coordinate, organize and conduct stakeholder consultations demonstrating communication and interpersonal skills.

#### **3. Skills**

- (a) In-depth knowledge of information security governance, risk management, compliance, incident response, and emerging cyber threats.
- (b) Sound knowledge of technology solutions in Information Security, such as XDR, SIEM, SOAR, Threat intelligence, NGFW, WAF, EDR, Pen Testing, Source Code Testing etc.
- (c) Strong understanding of cloud security landscape, threats, and best practices to secure cloud infrastructure and services.
- (d) In-depth knowledge of generative AI security landscape, including associated threats, risks, and mitigation strategies.
- (e) Excellent logical, interpersonal, communication (both oral and written) and analytical skills.
- (f) Strong leadership and communication skills, with the ability to collaborate across departments and communicate effectively with executive leadership.
- (g) Familiarity with national and sectoral cybersecurity policies and international standards.
- (h) Excellent understanding of emerging technologies such as Cloud Computing, IoT, Artificial Intelligence, Big Data, Block Chain/Distributed Ledger etc.
- (i) Understanding of Privacy and Security in Digital ecosystem.

#### **4. Job Description**

- (1) In the capacity of DG (IT), the incumbent shall be responsible for the following duties:
  - (a) To lead the National Assembly Secretariat's Directorate of IT.
  - (b) To formulate policy for Digital Transformation of the National Assembly and its Secretariat.
  - (c) To monitor and evaluate projects undertaken by the National Assembly Secretariat for digital transformation

- (d) To conduct pre-processing of all projects of the National Assembly Secretariat relating to the digitalization process.
- (e) To identify areas where digital interventions can be helpful in the National Assembly Secretariat and to suggest measures for the automation of these areas through Business Process Re-engineering (BPR).
- (f) To coordinate, organize and conduct stakeholders' consultations.
- (2) In the capacity of CISO, the incumbent shall establish and lead the National Assembly Secretariat's information security strategy, ensuring the confidentiality, integrity and availability of digital assets to achieve the following objectives:
  - (a) To develop and enforce an enterprise-wide information security strategy, policies and procedure as well as to ensure alignment with the Pakistan National Cybersecurity Policy, 2021 along with other relevant national guidelines.
  - (b) To conduct regular cybersecurity risk assessments and business impact analyses as well as to identify, evaluate and mitigate cyber risks.
  - (c) To ensure compliance with local and international cybersecurity regulations and standards as well as to lead internal / external audits of security practices / controls.
  - (d) To oversee deployment and management of security tools, technologies and frameworks as well as to implement controls to safeguard networks, systems, applications and data.
  - (e) To develop and maintain the incident response plan (IRP) as well as to lead the response to cybersecurity incidents, including containment, recovery, investigation and reporting.
  - (f) To promote cybersecurity awareness across all levels as well as to develop training programs to improve security posture and reduce human error.
  - (g) To serve as the primary liaison with National CERT and other regulatory bodies as well as to report regularly to competent authority on cybersecurity posture, risks and ongoing initiatives.

**5. Other conditions of service:**

- (1) **Duration:** Appointment shall initially be made on contract for a period of two (02) years, extendable on yearly basis on the recommendation of Performance Evaluation Committee in accordance with prescribed performance evaluation of MP Scale positions.
- (2) **Applicable Policy:** The Management Pay Scale Policy of the Federal Government will be applicable for appointment of Director General (IT) / CISO in the National Assembly Secretariat.
- (3) **Pay & Allowances:** The Director General (IT) / CISO will be entitled to pay and allowance of MP-II Scale including all allowances admissible to the employees of National Assembly in BPS-21 which is approximately one million rupees per month.
- (4) **Conflict of Interest:** The Candidates for appointment as Director General (IT) / CISO in the National Assembly Secretariat shall seek retirement notification from his existing Department and post. The appointment as DG (IT)/CISO shall be subject to acceptance of resignation from designated authority and shall not, during his term of office, engage himself in any other service, business, vocation or employment which may have any direct or indirect effect on his performance as DG (IT)/CISO.
- (5) **Termination of contract:** The contract of Director General (IT) / CISO may be terminated by giving one month's notice on either side or payment of one month's basic pay in lieu thereof.
- (6) **Maximum Age:** 50 years
- (7) **Location:** Islamabad
- (8) Interested / eligible candidates may submit their applications along-with Curriculum Vitae (CV) and copies of degrees / certificates as well as professional experience certificates to the undersigned within ten (10) days of publication of this advertisement.
- (9) General Age relaxation of five (05) years is also admissible
- (10) Only shortlisted candidates will be called for selection process.
- (11) No TA/DA will be admissible to appear for interview.
- (12) Any attempt by a candidate to influence selection process shall render such candidate disqualified for selection process.



(Syed Mujahid Hussain)  
Section Officer (HRM-I)  
National Assembly Secretariat  
Islamabad

**Postal address:**

HRM Branch-I, Room No. 407-A, National Assembly Secretariat, Parliament House, Islamabad.  
Phone No. 051-9022450