

Detailed Job Specifications of Project Posts under PSDP Project of FPSC

a. Project Director

Description	Details	Qty
Designation	Project Director	01
Pay Scale	BS-20	
Description	The project will be headed by the Project Director, a regular officer of BS-20 of FPSC on additional charge basis or by appointing independent Project Director in PPS-10 through competitive process. All decisions of operational nature shall be taken by the PD as per delegation of financial powers by the PAO. PD will be the key person to supervise overall execution of project activities with the support of Project Management Cell (PMC). He will report to the PAO and Project Steering Committee (PSC) for taking necessary guidance and resolution of project related issues.	
Qualification	• Bachelor's or Master's degree in Computer Science, Information Technology, or a related field. • Proven experience in project management, particularly in the field of IT. • Knowledge of government regulations, policies, and procedures related to IT systems. • Strong leadership and communication skills. • Project Management Professional (PMP) or similar certification is preferable.	
Experience	• A minimum of 17 years of experience in IT project management, with a focus on government projects. • Proven track record of successfully managing large-scale IT projects from initiation to completion. • Experience in working with cross-functional teams and external stakeholders. • Familiarity with the latest IT trends, technologies, and best practices. • Demonstrated ability to align IT projects with organizational objectives and priorities.	
Roles & Responsibilities	• Coordinate with Project Manager for the smooth execution of project • To monitor and control all project activities for on-time delivery of milestones in-line with scope and budget • Manage and monitor the incorporation of business requirements of FPSC regarding the project • Representation of FPSC at various forums i.e. Establishment Division, Planning Commission, Finance Division and other government agencies for timely availability of services and allocation of funds • Coordination with all stakeholders of the project • Assisting PAO and steering committee in timely decision making to ensure smooth execution of project through resolution of issues • Ensure compliance of PPRA rules and applicable government laws during execution of the project	

b. QA Manager

Designation	QA Manager	Qty
Pay Scale	PPS-8 / BS-18	01
Description	The QA Manager will be a regular officer of BS-18 of FPSC on additional charge basis or by appointing independent QA Manager in PPS-8 through competitive process. He will lead the QA strategy, planning, and execution for project ensuring the delivery of high-quality, secure, and reliable software solutions. He/she will collaborate closely with the Project Director, developers, and stakeholders to establish quality standards, conduct internal audits, oversee testing phases with performance metrics throughout the software development lifecycle.	
Qualification	Minimum 16 years of education in Computer Science/Software Engineering/IT or equivalent from a university recognized by the HEC.	
Experience	• 5 years of working experience in software quality assurance. • At least 2 years working experience as QA lead • Experience with quality assurance methodologies, test plan and QA documentation • Expertise in Automation Testing is a plus.	
Roles & Responsibilities	• Responsible for overseeing and managing the overall QA strategy for the project. • Develop, implement, and maintain QA standards, processes, and best practices. • Ensure software and systems are tested thoroughly and meet specified quality and performance benchmarks. • Lead the QA team in planning, designing, and executing test cases. • Collaborate with Developers, Project Manager, Directors and Chairman/ Secretary FPSC to resolve quality issues. • Ensure timely delivery of QA deliverables aligned with project timelines. • Report and track bugs using test management tools. • Create and maintain test documentation, including test plans, bug reports. • Mentor QA staff and provide them regular training and guidance. • Stay up to date with emerging QA trends and tools and incorporate them where applicable.	

c. Information/ Cyber Security Officer

Description	Details	Qty
Designation	Information/ Cyber Security Officer	01
Pay Scale	PPS-8 / BS-18	
Description	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.	
Qualification	• Bachelor's or Master's degree in Computer Science, Cybersecurity, Information Security, or related field • Professional certification such as CISM, CISSP, CEH, or ISO 27001 LA preferred • Strong understanding of network security, encryption, firewalls, and access controls • Knowledge of national and international cybersecurity standards and frameworks	
Experience	• 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	• 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	

d. Database Specialist (DBS)

Description	Details	Qty
Designation	Database Specialist (DBS)	01
Pay Scale	PPS-8/ BS-18	
Description	The Database Specialist (DBS) will be responsible for designing, implementing, maintaining, and securing the databases used in the FPSC Automation System. The DBS will ensure data integrity, performance, and availability in alignment with project requirements. The role requires collaboration with software developers, the Information Security Officer, and infrastructure teams to optimize system functionality and data reliability.	
Qualification	• Bachelor's or Master's degree in Computer Science, Information Technology, or a related discipline • Certification in database platforms (e.g., Oracle DBA, Microsoft SQL Server, MySQL, PostgreSQL) is preferred • Strong knowledge of database design, backup/recovery, and performance tuning • Familiarity with data governance and security standards	
Experience	• Minimum 5 years of experience in database administration, preferably in large-scale IT projects • Proven track record in database development, management, and troubleshooting • Experience with high availability, replication, and disaster recovery mechanisms • Familiarity with public sector IT environments and data confidentiality requirements	
Roles & Responsibilities	• Design, install, and configure database systems for project applications • Ensure database availability, performance, and security • Perform regular backups, updates, and recovery testing • Monitor data access and integrity, ensuring compliance with security standards • Optimize database queries and procedures • Maintain documentation related to database architecture, configurations, and procedures • Work with developers and other stakeholders for database support and enhancements	

e. Procurement / Inventory Officer

Description	Details	Qty
Designation	Procurement / Inventory Officer	01
Pay Scale	PPS-8/ BS-18	
Description	The Procurement / Inventory Officer will be a regular officer of BS-17/18 of FPSC on additional charge basis or by appointing independent Procurement/ Inventory Officer in PPS-8 through competitive process He/She will be responsible for managing all procurement activities and inventory control in accordance with PPRA Rules and government procurement procedures. The officer will work closely with the Project Director and PMC to ensure timely procurement, delivery, and inventory tracking of all project-related goods and services.	
Qualification	• Bachelor's or Master's degree in Business Administration, Supply Chain Management, Finance, or a related field • Sound knowledge of government procurement rules, especially PPRA • Familiarity with inventory and asset management practices • Proficiency in MS Office and procurement/inventory software tools	
Experience	• Minimum 5 years of experience in procurement and inventory management • Demonstrated experience working in public sector procurement and compliance environments • Experience in maintaining procurement records, vendor coordination, and tracking of assets and supplies • Knowledge of audit requirements and documentation standards	
Roles & Responsibilities	• Prepare and manage procurement plans in line with project needs • Ensure compliance with PPRA rules and government procedures • Maintain inventory and asset registers for all procured items • Liaise with vendors and coordinate timely delivery of goods/services • Maintain complete procurement documentation for audits and reviews • Report procurement and inventory status to Project Director and PMC	

f. Subject Specialist (Computer Science & IT)

Designation	Subject Specialist (Computer Science & IT)	Qty
Pay Scale	PPS-8/ BS-18	01
Description	Subject Specialist (Computer Science & IT) will be hired on contract under relevant rules / regulations as prescribed by the Planning Division for hiring of project staff. He will be primary responsible to ensure effective feeding of test items in databank and subsequent replenishments in deficient areas till project completion	
Qualification	Minimum 16 years of education in Computer Science or equivalent from a university recognized by the HEC.	
Experience	• Master with 5 years of post qualification experience of teaching Computer Science/IT, setting question papers and paper marking at institution(s) of repute at graduate/postgraduate level. • M.Phil with 3 years of post qualification experience of teaching Computer Science/IT, setting question papers and paper marking at institution(s) of repute at graduate/postgraduate level. • PhD with 1 year of post qualification experience of teaching Computer Science/IT, setting question papers and paper marking at institution(s) of repute at graduate/postgraduate level.	
Roles & Responsibilities	• To check each test item developed in the specified domain and ensure correctness, validity and reliability. • To assign topic/subtopic to each question item to ensure proper classification • To assign difficulty level to each test item and classify items accordingly to ensure equitable distribution • To ensure availability of sufficient number of items in databank against each topic/subtopic and specify replenishment quantity against deficient areas • To identify validity period of each question item • To ensure quality of test items and data cleansing by removing redundant/duplicate data	

g. Subject Specialist (Education)

Designation	Subject Specialist (Education)	Qty
Pay Scale	PPS-8/ BS-18	01
Description	Subject Specialist (Education) will be hired on contract under relevant rules / regulations as prescribed by the Planning Division for hiring of project staff. He will be primary responsible to ensure effective feeding of test items in databank and subsequent replenishments in deficient areas till project completion	
Qualification	Minimum 16 years of education in the subject of Education from a university recognized by the HEC.	
Experience	• Master with 5 years of post qualification experience of teaching subjects related to Education, setting question papers and paper marking at institution(s) of repute at graduate/postgraduate level. • M.Phil with 3 years of post qualification experience of teaching teaching subjects related to Education, setting question papers and paper marking at institution(s) of repute at graduate/postgraduate level. • PhD with 1 year of post qualification experience of teaching subjects related to Education, setting question papers and paper marking at institution(s) of repute at graduate/postgraduate level.	
Roles & Responsibilities	• To check each test item developed in the specified domain and ensure correctness, validity and reliability. • To assign topic/subtopic to each question item to ensure proper classification • To assign difficulty level to each test item and classify items accordingly to ensure equitable distribution • To ensure availability of sufficient number of items in databank against each topic/subtopic and specify replenishment quantity against deficient areas • To identify validity period of each question item • To ensure quality of test items and data cleansing by removing redundant/duplicate data	

h. Subject Specialist (Mathematics & General Ability)

Designation	Subject Specialist (Mathematics & General Ability)	Qty
Pay Scale	PPS-8/ BS-18	01
Description	Subject Specialist (Mathematics & General Ability) will be hired on contract under relevant rules / regulations as prescribed by the Planning Division for hiring of project staff. He will be primary responsible to ensure effective feeding of test items in databank and subsequent replenishments in deficient areas till project completion	
Qualification	Minimum 16 years of education in the subject of Mathematics from a university recognized by the HEC.	
Experience	• Master with 5 years of post qualification experience of teaching Mathematics, setting question papers and paper marking at institution(s) of repute at graduate/postgraduate level. • M.Phil with 3 years of post qualification experience of teaching Mathematics, setting question papers and paper marking at institution(s) of repute at graduate/postgraduate level. • PhD with 1 year of post qualification experience of teaching Mathematics, setting question papers and paper marking at institution(s) of repute at graduate/postgraduate level.	
Roles & Responsibilities	• To check each test item developed in the specified domain and ensure correctness, validity and reliability. • To assign topic/subtopic to each question item to ensure proper classification • To assign difficulty level to each test item and classify items accordingly to ensure equitable distribution • To ensure availability of sufficient number of items in databank against each topic/subtopic and specify replenishment quantity against deficient areas • To identify validity period of each question item • To ensure quality of test items and data cleansing by removing redundant/duplicate data	

i. Subject Specialist (English)

Designation	Subject Specialist (English)	Qty
Pay Scale	PPS-8/ BS-18	01
Description	Subject Specialist (English) will be hired on contract under relevant rules / regulations as prescribed by the Planning Division for hiring of project staff. He will be primary responsible to ensure effective feeding of test items in databank and subsequent replenishments in deficient areas till project completion	
Qualification	Minimum 16 years of education in the subject of English from a university recognized by the HEC.	
Experience	• Master with 5 years of post qualification experience of teaching English, setting question papers and paper marking at institution(s) of repute at graduate/postgraduate level. • M.Phil with 3 years of post qualification experience of teaching English, setting question papers and paper marking at institution(s) of repute at graduate/postgraduate level. • PhD with 1 year of post qualification experience of teaching English, setting question papers and paper marking at institution(s) of repute at graduate/postgraduate level.	
Roles & Responsibilities	• To check each test item developed in the specified domain and ensure correctness, validity and reliability. • To assign topic/subtopic to each question item to ensure proper classification • To assign difficulty level to each test item and classify items accordingly to ensure equitable distribution • To ensure availability of sufficient number of items in databank against each topic/subtopic and specify replenishment quantity against deficient areas • To identify validity period of each question item • To ensure quality of test items and data cleansing by removing redundant/duplicate data	

j. Subject Specialist (Management Science & Public Admn)

Designation	Subject Specialist (Management Science & Public Admn)	Qty
Pay Scale	PPS-8/ BS-18	01
Description	Subject Specialist (Management Science & Public Admn) will be hired on contract under relevant rules / regulations as prescribed by the Planning Division for hiring of project staff. He will be primary responsible to ensure effective feeding of test items in databank and subsequent replenishments in deficient areas till project completion	
Qualification	Minimum 16 years of education in Management Science /Public Admn or equivalent from a university recognized by the HEC.	
Experience	• Master with 5 years of post qualification experience of teaching Management Science/Public Administration, setting question papers and paper marking at institution(s) of repute at graduate/postgraduate level. • M.Phil with 3 years of post qualification experience of teaching Management Science/ Public Administration, setting question papers and paper marking at institution(s) of repute at graduate/postgraduate level. • PhD with 1 year of post qualification experience of teaching Management Science / Public Administration, setting question papers and paper marking at institution(s) of repute at graduate/postgraduate level.	
Roles & Responsibilities	• To check each test item developed in the specified domain and ensure correctness, validity and reliability. • To assign topic/subtopic to each question item to ensure proper classification • To assign difficulty level to each test item and classify items accordingly to ensure equitable distribution • To ensure availability of sufficient number of items in databank against each topic/subtopic and specify replenishment quantity against deficient areas • To identify validity period of each question item • To ensure quality of test items and data cleansing by removing redundant/duplicate data	

k. Subject Specialist (Medical & Allied Health)

Designation	Subject Specialist (Medical & Allied Health)	Qty
Pay Scale	PPS-8/ BS-18	01
Description	Subject Specialist (Medical & Allied Health) will be hired on contract under relevant rules / regulations as prescribed by the Planning Division for hiring of project staff. He will be primary responsible to ensure effective feeding of test items in databank and subsequent replenishments in deficient areas till project completion	
Qualification	Minimum 16 years of education in Medical & Allied Health or equivalent from a university recognized by the HEC.	
Experience	5 years of experience of teaching subjects related to Medical & Allied Health, setting question papers and paper marking at institution(s) of repute at graduate/postgraduate level.	
Roles & Responsibilities	• To check each test item developed in the specified domain and ensure correctness, validity and reliability. • To assign topic/subtopic to each question item to ensure proper classification • To assign difficulty level to each test item and classify items accordingly to ensure equitable distribution • To ensure availability of sufficient number of items in databank against each topic/subtopic and specify replenishment quantity against deficient areas • To identify validity period of each question item • To ensure quality of test items and data cleansing by removing redundant/duplicate data	

1. Software Developer

Description	Details	Qty
Designation	Software Developer	02
Pay Scale	PPS-7 / BS-17	
Description	The software Developer will be responsible for designing, developing, and maintaining web-based applications and services that support FPSC's Automation System. This role requires proficiency in both front-end and back-end technologies and the ability to develop scalable, secure, and user-friendly interfaces and APIs. The developer will collaborate with other technical team members to ensure seamless integration, performance, and deployment of application features.	
Qualification	• Bachelor's or Master's degree in Computer Science, Software Engineering, or a related field • Strong proficiency in front-end technologies (HTML, CSS, JavaScript, frameworks like React or Angular) • Experience with back-end development (Node.js, Python, PHP, Java etc) • Solid understanding of relational databases and RESTful APIs	
Experience	• Minimum 2 years of experience as a full stack developer • Experience in developing and deploying full-featured web applications • Familiarity with source control tools like Git • Experience in secure coding practices and performance optimization • Exposure to cloud platforms and DevOps tools is desirable	
Roles & Responsibilities	• Design, develop, and deploy scalable front-end & back-end applications • Integrate user-facing elements with server-side logic • Develop and maintain APIs and services • Collaborate with UI/UX designers, DBAs, and other developers • Ensure application responsiveness, security, and efficiency • Troubleshoot and debug application issues • Maintain code documentation and version control practices	

m. System/ Network Engineer

Description	Details	Qty
Designation	System/ Network Engineer	05
Pay Scale	PPS-7 / BS-17	
Description	The System/Network Engineer will be responsible for the design, implementation, monitoring, maintenance, and reliable operation of network/IT infrastructure and systems supporting the FPSC Automation System. This includes servers, networks, backups, and system monitoring. The System/Network Engineer ensures high availability, optimal performance, and security compliance of all deployed systems by work closely with Information Security Officer, and service providers to ensure a stable and secure network environment	
Qualification	• Bachelor's or Master's degree in Computer Science, Information Technology, or related field • Certification in system/network administration/ CCNA/ CCNP or equivalent is preferred • Strong knowledge of OS, virtualization, system security, routing, switching, firewalls, network protocols and MDM solution • Familiarity with server hardware, backup solutions, VPN/MPLS management network configuration	
Experience	• Minimum 2 years of experience in managing enterprise IT systems/ networks • Proven expertise in configuring and maintaining servers, systems, configuring routers, switches, firewalls, and WAN/LAN environments • Familiarity with public sector IT/ network environments, cybersecurity and compliance standards	
Roles & Responsibilities	• Install, configure, and maintain physical and virtual servers • Monitor system performance and ensure uptime and resource availability • Implement backup and disaster recovery procedures • Configure and manage VPNs, firewalls, and access controls • Apply system updates, patches, and security measures in compliance with cybersecurity policies • Provide technical support and documentation of network architecture, configurations & maintenance logs • Coordinate with Information Security Officer to enforce system security policies	

n. QA & Testing Engineer

Designation	QA Officer	Qty
Pay Scale	PPS-7 / BS-17	02
Description	The QA Officer will be hired on contract under the rules/regulations as prescribed by the Planning Division for hiring of project staff. The QA Officer will support the QA Manager in the implementation of QA strategies and testing processes to ensure high-quality, secure, and reliable software solutions. He/she will assist in the preparation and execution of test cases, documentation throughout the software development lifecycle.	
Qualification	16 years of education in Computer Science/Software Engineering/IT or equivalent from a university recognized by the HEC.	
Experience	• Minimum 2 years of experience in software quality assurance. • Experience in writing and executing test cases and managing bug reports. • Knowledge of QA methodologies, test planning • Familiarity with SDLC and Agile development environments. • Hands-on experience with manual testing	
Roles & Responsibilities	• Assist QA Manager in implementing QA strategies and ensuring quality compliance. • Prepare, execute, and update test cases for functional, usability, and performance testing. • Report and track bugs using test management tools. • Ensure that software and systems are tested thoroughly and meet quality benchmarks. • Collaborate with QA Manager. • Maintain and update QA documentation such as test plan. • Maintain all QA documentation. • Provide support during product demos, test cycles. • Keep up-to-date with QA trends, tools, and best practices.	