

Sr.No.	Position Title and Job Description
1	<p>Assistant Director Projects Solicitation & Planning Responsible for solicitation and planning of the projects, including but not limited to, innovation fund, incubation & co-working spaces, software companies, etc during the projects initiation and planning phase, as follows:-</p> <p>Initiation:</p> <ul style="list-style-type: none"> • To propose and define new projects, that is, to develop project charter by defining initial scope, financial resources committed for the project, identify internal and external stakeholders by developing stakeholder register and assigning or selecting the project manager. <p>Planning:</p> <ul style="list-style-type: none"> • To perform processes to establish the scope of the project, define and refine the objectives, and develop the course of action required to attain those objectives. • To develop the project management plan by defining, preparing, and coordinating the subsidiary management plans to manage project’s scope, time, cost, quality, human resource, communications, risk, procurement, stakeholders, etc. and integrating them into a comprehensive project management plan. • To develop project documents (Activity attributes, Activity cost estimates, Activity duration estimates, Activity list, Activity resource requirements, Agreements, Cost forecast, Milestone list, Procurement documents, Project calendars, Project charter, Project funding requirements, Project schedule, Project staff assignments, Quality checklists, Quality control measurements. Quality metrics, Requirements traceability matrix, Work Breakdown structure, Resource breakdown structure, Resource calendars, Risk register, Stakeholder register, Team performance assessments, Work performance data & information, Work performance reports, etc.) that will be used to carry out the project. <p>Functional Area: Projects and Technical Wing of the KPITB</p> <p>Total Positions: 1 Post</p> <p>Job Type: Full Time</p> <p>Reporting to: Director Projects & Technical</p> <p>Gender: Male/Female</p>
2	<p>Assistant Director Projects Monitoring Managing the overall monitoring & control of the projects, as follows:-</p> <p>Monitoring and Controlling:</p> <ul style="list-style-type: none"> • To track, review, regulate and orchestrate the progress and performance of the projects; identify any areas in which changes to the project management plan are required; and initiate the corresponding changes. • To identify variances from the project management plan, to control changes and recommend corrective or preventive action in anticipation of possible problems, • To monitor the ongoing project activities against the project management plan and the project performance measurement baseline.

	<ul style="list-style-type: none"> To control schedule, costs, quality, communications, risk, procurements, stakeholder engagement and scope. <p>Functional Area: Projects and Technical Wing of the KPITB</p> <p>Total Positions: 1 Post</p> <p>Job Type: Full Time</p> <p>Reporting to: Director Technical & Projects</p> <p>Gender: Male/Female</p>
3	<p>Assistant Director Projects Execution and Commercialization</p> <p>Responsible for execution and commercialization of the projects, including but not limited to, manage, execute the undertaken projects and to provide support to research, innovation and commercialization activities across the projects undertaken by KP IT Board as well as incubates, startups and ICT companies, and administering the Innovation & Commercialization Fund, etc during the projects execution and commercialization phase, as follows:-</p> <p>Execution:</p> <ul style="list-style-type: none"> To execute and complete the work defined in the project management plan to satisfy the project specifications. To coordinate people and resources, manage stakeholder expectations, as well as integrating and performing the activities of the project in accordance with the project management plan. To recommend planning updates, changes to expected activity durations, changes in resource productivity and availability, and unanticipated risks and accordingly, recommend, to modify the project management plan and other project documents and establishing new baselines. To manage stakeholder engagement; acquire, develop and manage project staff/teams; manage communications, conduct procurements and perform quality assurance. <p>Commercialization:</p> <ul style="list-style-type: none"> Advising on and influencing the stakeholders on the strategic direction for the business and appropriate commercial opportunities to be gained. To develop, drive and coordinate the commercial strategy, prepare development briefs and business proposals. To assist in the creation of a dynamic environment for innovation and commercialization. To work closely with commercialization funding organizations. To work with the Innovation & Technical teams to ensure the scope of technology application projects is agreed and boundaries clearly defined. To work closely with incubates, startups and ICT companies, to effectively manage links with customers and partners, to maximize understanding of commercialization and funding landscape thereof. To develop and provide on-going strategic support to the Strategic & Commercialization stakeholders on macro level customer, market situations, industry and political issues, especially policy and economic & fiscal pressures. To be responsible for commercial opportunity identification and due diligence, managing and assessing projects from proof of concept to commercialization.

	<ul style="list-style-type: none"> • To work with and capable of independent management of broad project portfolios with ability to secure industry support for commercial project co-development and to build effective commercial relationships between internal and external stakeholders. • To use sound commercial opportunity assessment, robust project management skills and experience of technology-led innovation processes to deliver successful commercialization outcomes. • To provide encouragement, expertise and guidance to incubates, startups and ICT companies, to facilitate their engagement in innovation and commercialization. • To develop detailed knowledge of high impact research areas, develop commercialization pipeline and proactively manage projects from new opportunity disclosures through to deal completion. • To lead negotiation of commercial terms for licensing, sale or co-development of projects for deal completion and to provide management of revenue share arrangements to ensure contractual adherence. • To build and maintain effective relationships with partner organizations, including IP Groups, patent agents, funding bodies, consultants and other technology transfer organizations. • To provide support in commercial opportunity appraisal, project management and business engagement. <p>Functional Area: Projects and Technical Wing of the KPITB</p> <p>Total Positions: 1 Post</p> <p>Job Type: Full Time</p> <p>Reporting to: Director Projects & Technical</p> <p>Gender: Male/Female</p>
4	<p>Assistant Director General Administration & Record</p> <p>Job Description:</p> <ul style="list-style-type: none"> • The AD Administration has an overall responsibility to provide timely, reliable, cost effective, and highly efficient logistics, administrative, and budgetary support to KPITB offices within all legislative, policy and procedural guidelines, in a manner to ensure the smooth and effective delivery of organizational activities. • To manage vehicle management system to make sure that KPITB staff, in possession of vehicles, have well maintained vehicles to make official visits and other field trips. • To manage registry management for efficient filing, storage and tracking of all the records and correspondence of KPITB. • Take necessary steps to archive all the correspondence in hard or soft form as a part of preserving institutional memory by ensuring that the outgoing officers/ officials must handover all the relevant documents to the department. • To implement and manage a security and assets management system to ensure safety of KPITB assets and property. <p>Functional Area: Administration and Human Resource Wing of the KPITB</p> <p>Total Positions:</p>

	<p>1 Post Job Type: Full Time Reporting to: Director Administration & HR Gender: Male/Female</p>
5	<p>Assistant Director Human Resource</p> <p>Job Description:</p> <ul style="list-style-type: none"> • To develop Human Resource Management Plan and managing HR accordingly. • To identify and document roles, responsibilities, required skills, reporting relationships, and to create a staffing management plan. • To organize and manage, the KPITB staff. • To assist conducting recruitments and assist carrying out complete selection process. • To develop staff by improving competencies through training and team member interaction, and overall team environment to enhance performance. • To ensure improved teamwork, enhanced skills and competencies, motivated employees, reduced staff turnover rates, and improved overall organization's performance. • Managing staff by tracking their performance, providing feedback, resolving issues, and managing changes to optimize organization's performance. • To positively influence staff behavior, manage conflicts, resolve issues, and appraise performance. • Developing and coaching staff important interpersonal skills, such as: leadership, team building, motivation, communication, decision making, political and cultural awareness, negotiation, trust building, conflict management, etc. <p>Functional Area: Administration and Human Resource Wing of the KPITB Total Positions: 1 Post Job Type: Full Time Reporting to: Director Administration & HR Gender: Male/Female</p>
6	<p>Assistant Director Market Analysis, Market Research & Content Writing</p> <p>Job Description:</p> <ul style="list-style-type: none"> • Collect data and consolidate information into actionable items, reports and presentations

- Understand business objectives and design surveys to discover prospective preferences
- Compile and analyze statistical data using modern and traditional methods to collect them
- Perform valid and reliable SWOT analysis
- Interpret data, formulate reports and make recommendations
- Catalogue findings to databases
- Provide competitive analysis on various markets, identify market trends, pricing/business models and methods of operation
- Remain fully informed on market trends, other parties researches and implement best practices
- Designing or assisting in the development of questionnaires and moderator guides to ensure the necessary data is captured
- Provide companies with vital information to help them make decisions on the promotion, distribution, and design of products or services.
- Help develop advertising brochures, sales plans, and product promotions.
- Research ideas and facts pertinent to the type of content/topic assigned
- Develop ideas derived research and organize the same on paper or computer applications
- Write fresh content based on research and brainstorming by following instructions provided for each type of document
- Develop engaging content for articles, blogs, stories and social media to entice and engage audience
- Proof-read content for errors or additions and ensure that content is written per instructions
- Ensure that web page content is edited properly to increase on-screen readability
- Think up titles for each piece of content keeping appropriateness in check
- Copy, edit and proof-read content created by other content writers to provide detailed feedback
- Ensure that content contains sufficient keywords for search engine optimization
- Manage user-generated content on social media sites
- Manage the social media presence
- Write content for newspapers and magazines keeping in mind the general structure and sentiment of the readers
- Develop prototypes and storyboards using a multitude of media creation and graphics editing tools
- Rewrite, paraphrase or write content from scratch depending on specific instructions provided in the work order

Functional Area:
Marketing Wing of the KPITB
Total Positions:
1 Post

	<p>Job Type: Full Time</p> <p>Reporting to: Director Marketing</p> <p>Gender: Male/Female</p>
7	<p>Assistant Director Digital Marketing</p> <p>Job Description:</p> <ul style="list-style-type: none"> • Developing and managing the website • Overseeing the social media strategy • Improving the usability, design, content and conversion of the website • Work in close liaison with Media & PR Asstt. Director to ensure corporate, service & system wide information is made available online as soon as possible • Proactively seek out and liaise with all levels of staff across the organization to develop & collect clear, accurate & engaging content (written, image, audio, video) to highlight activity • Managing day to day activity on social media sites like Twitter, Facebook etc as needed to establish a consistent, relevant and compelling presence. • Experience in e-Commerce, SEO, PPC, e-Mail & Social Media Marketing, Adobe Photoshop, Content creation and Management. • Knowledge of design & presentation tools, use of imagery, graphics & layout <p>Functional Area: Marketing Wing of the KPITB</p> <p>Total Positions: 1 Post</p> <p>Job Type: Full Time</p> <p>Reporting to: Director Marketing</p> <p>Gender: Male/Female</p>
8	<p>Assistant Director Event Management</p> <p>Job Description:</p> <ul style="list-style-type: none"> • Assist with negotiations for space contracts and book event space, arrange food and beverage, order supplies and audiovisual equipment, make travel arrangements, order event signs, and ensure appropriate décor (florals, linens, color schemes, etc.) to meet the quality expectations of the alumni association. • Aggressively gather information on each project to achieve quality event productions. • Conduct research, make site visits, and find resources to help staff make decisions about event possibilities. • Create and revised room layouts for each event. • Propose new ideas to improve the event planning and implementation process. • Serve as liaison with vendors on event-related matters. • Assist with managing on-site production and clean-up for events as necessary. • Prepare nametags, materials, notebooks, packages, gift bags, registration lists, seating cards, etc. <p>Functional Area: Marketing Wing of the KPITB</p>

	<p>Total Positions: 1 Post</p> <p>Job Type: Full Time</p> <p>Reporting to: Director Marketing</p> <p>Gender: Male/Female</p>
9	<p>Assistant Director Procurements</p> <p>Job Description:</p> <ul style="list-style-type: none"> • The Assistant Director Procurements has an overall responsibility to prepare, implement and monitor different procurement plans, procedures, and transactions of KPITB in the procurement of goods, works and services, and providing analytical and advisory services and support, in accordance with the KP-PPRA Act and rules made thereunder. • To prepare, maintain, and implement a consolidated Procurement Plan for all relevant procurement activities, • To procure contracting with firms in accordance with KP-PPRA selection guidelines and procedures. • To manage the bidding process for procurements of all goods, works and services, and to prepare, monitor and oversee activities of bidding regarding preparation of bidding documents, bid evaluation and award of contracts for successful bidders. • To prepare the Advertisements, Terms of References (TORs) and Request for Proposals (RFPs), and evaluation of Expression of Interest (EOI) and Technical and Financial requirements and selection/scoring criteria for procurements. • To manage and maintain a dedicated section on procurement on the KPITB website to provide updated information on all procurement activities. • To prepare comprehensive quarterly reports on the status of on-going procurement activities and actions covering the preparation of the bidding documents, advertising, bidding, evaluation, contract award, contract agreements, securities, and related correspondence etc. for each contract for reporting, review and audit purposes. • To liaise with donor's procurement specialist to discuss procurement issues, procurement training, donor review of procurement activities etc. so that the requirements and timelines of donors financed procurements are clearly understood and duly complied with. • To review and handle the commercial, financial and legal aspects of donor financed procurement at all stages, in consultation with the donor's legal department, procurement specialist, financial management specialists and operational policy units as required. • To conduct regular co-ordination meetings with suppliers, service providers and contractors to ensure the efficient flow of information between them and KPITB, and to flag possible problem areas, such as unanticipated slippages in timeframes, so that all parties are aware and mitigating strategies can be adopted.

	<ul style="list-style-type: none"> To monitor and keep track of the deliverables of contracted goods, works and services, to ensure they meet agreed objectives and budget estimates, and recommend payments based on the progress of deliverables. <p>Functional Area: Finance & Accounts Wing of the KPITB</p> <p>Total Positions: 1 Post</p> <p>Job Type: Full Time</p> <p>Reporting to: Director Finance & Accounts</p> <p>Gender: Male/Female</p>
10	<p>Assistant Director Accounts/ Accounts Officer</p> <p>Job Description:</p> <ul style="list-style-type: none"> Update and ensure continuation of standard accounting procedures, in accordance with the law, rules and regulations. Recording and processing procedures for payments, fund flow arrangements, budgeting and forecasting requirements, accounting and reporting requirements, etc. Assist the Deputy Director Finance and Deputy Director Accounts in consolidating the project budget. To ensure maintenance of the adequate registers, books and records in appropriate order. Prepares Expense Variance Analysis on monthly basis with the approved Budget of Fund. Maintenance of Accounts of Expenditure and preparation of monthly Expenditure Statement. Preparation of financial statements and other monthly and quarterly reports as required. <p>Functional Area: Finance & Accounts Wing of the KPITB</p> <p>Total Positions: 1 Post</p> <p>Job Type: Full Time</p> <p>Reporting to: Director Finance & Accounts</p> <p>Gender: Male/Female</p>
11	<p>Assistant Director Budget/ Budget Officer</p> <p>Job Description:</p> <ul style="list-style-type: none"> To prepare and submit annual budget and recommend revisions thereof. To prepare and submit monthly/quarterly consolidated Budget Execution Reports (BERs) setting out values of budgets, actual expenditures incurred, per month, in accordance with the approved budget. To prepare different kinds of activity reports to analyze the workflow and status of budget.

	<ul style="list-style-type: none"> • To prepare and submit the reports covering the overall budgetary expenditures. To assist Deputy Director (Finance) in preparation of Budget and Budget Execution Reports (BERs) on monthly/quarterly basis. • To manage the costing, budgeting and accounting of all Projects/Programs funds, as part of the government budgeting process. • Coordinate with all sections/wings of KPITB and get prepared the pertinent information required for the budget preparation and releases thereof. • To monitor and keeping track of the deliverables and supply of goods, works and services to ensure they meet agreed objectives and budget estimates, and recommend payments in light of the approved budget. • To maintain all the budget related books. • To follow up on correspondence related with budget. <p>Functional Area: Director Finance & Accounts Wing of the KPITB</p> <p>Total Positions: 1 Post</p> <p>Job Type: Full Time</p> <p>Reporting to: Director Finance & Accounts</p> <p>Gender: Male/Female</p>
12	<p>Assistant Director Mobile Applications Development/ Mobile Applications Developer</p> <p>Job Description:</p> <ul style="list-style-type: none"> • Deliver across the entire mobile application development life cycle – concept, design, build, deploy, test, release to app stores, subsequent updates and support • Work directly with creative, developers, user experience leads, and producers to conceptualize, build, test and release software products • Experience in Android development, Android Studio and SKD tools • Advanced knowledge of Java Android Development • Proficiency in JavaScript, HTML 5, CSS and Android UI Concepts • Will be required for seamless web service connectivity • Gather requirements around functionality and translate those requirements into elegant functional solutions • Work with the web developers to create and maintain robust mobile frameworks • Create compelling device specific user interfaces and experiences • Optimize performance • Keep up to date on the latest industry trends in mobile technologies • Explain technologies and solutions to technical and non-technical members of the IT Board • Strong OOP and data structure concepts. • Experience of developing client-server Apps. • Must have worked the architecture of complex .net projects • In depth knowledge object oriented, Architecture and design patterns knowledge • In depth knowledge of various new tools and technologies for Android and IOS devices • Should have good technical writing skills • Should be familiar with ERP and CRM solutions • Should have understanding of Iaas, Paas, Saas and Cloud Services <p>Required Skills</p> <ul style="list-style-type: none"> • Atleast 3 years experience specifically in Mobile App (iOS & Android)) and should be a good learner and able to work in challenging environment • Strong knowledge of Android SDK, different versions of Android • Strong knowledge of Android UI design principles, patterns, and best practices • Strong knowledge of Google/Bing Maps APIs

	<ul style="list-style-type: none"> • Experience with offline storage, threading, and performance tuning • Ability to design applications around natural user interfaces • Familiarity with the use of additional sensors, such as gyroscopes and accelerometers • Knowledge of the open-source Android ecosystem and the libraries available for common tasks • Ability to understand business requirements and translate them into technical requirements • Familiarity with cloud message APIs and push notifications • A knack for performance benchmarking and optimization • Understanding of Google’s Android design principles and interface guidelines • Proficient understanding of code versioning tools, such as Git • Familiarity with continuous integration • Good knowledge of Object Oriented Programming and Architecture patterns and design patterns • Good Knowledge of Data structures and algorithms • Good technical writing and UML skills • Should be able to propose good solutions and communicate the solutions to team. • In-depth knowledge of .Net (asp.net and c#) • In-depth knowledge of MS SQL Server (scripts/procedures) • Excellent R & D and market skills • Good analytical and troubleshooting skills • Should have good knowledge of agile processes • Excellent oral and written communication skills. • HTML, JavaScript, CSS and XML <p>Knowledge/Experience of ERP and CRM systems and accounting is a plus.</p> <p>Functional Area: Projects and Technical Wing of the KPITB</p> <p>Total Positions: 1 Post</p> <p>Job Type: Full Time</p> <p>Reporting to: Director Projects & Technical</p> <p>Gender: Male/Female</p>
13	<p>Assistant Director Graphics Designing/Graphic Designer (01); Assistant Director User Interface Designing/ User Interface Designer (01)</p> <p>Key responsibilities:</p> <ul style="list-style-type: none"> • The candidate must be proficient in web design, UI/UX and graphics design • The candidate should be expert in designing websites, landing pages, stationary, logo designing, catalogs, brochures, posters and presentations, Infographics and Social media campaign • The candidate must have a sound knowledge of technological and latest UI/UX trends with understanding of businesses to create designs best suited to satisfy business as well as end users. • The candidate must have expertise in application designs from the conception of the designs to prototyping, mockup designing to the final HTML designs. • The candidate should have a keen eye, a high sense of quality with attention to detail. • The candidate must possess excellent communication skills and should be a focused and result- oriented professional with a strong aesthetic sense and attention to detail.

	<p>Key Specialties:</p> <ul style="list-style-type: none"> • Website Design • Logo Design • UI/UX Design • Print Media • Banner Design • Business Cards • Brochure Design • Posters • UI Designs • Infographics <p>Functional Area: Projects & Technical Wing of the KPITB</p> <p>Total Positions: 2 Post</p> <p>Job Type: Full Time</p> <p>Reporting to: Director Projects & Technical</p> <p>Gender: Male/Female</p>
14	<p>Assistant Director Web & Database Development/ Web & Database Developer</p> <p>Key responsibilities:</p> <ul style="list-style-type: none"> • At least 3 years’ development experience writing, testing, refactoring and reviewing both frontend and backend code. • Must be fluent in front-end technologies including, but not limited to, JavaScript, HTML 5, CSS 3 and Bootstrap. • Strong knowledge of image authoring tools such as Photoshop and strong design skills. • Good understanding of Search Engine Optimization. • An exceptional grasp of HTML, CSS, and JavaScript and familiarity with MVC frameworks/patterns and deep understanding of mobilefirst approach to responsive web design. • Practical knowledge to following languages/Platform; C#, ASP.NET MVC, Azure, Javascript/Node.js. • Experience of working with relational and nonSQL Databases like SQL, MySQL, and MongoDB. • Experience of using version control systems such as GitHub or MSTs. • Experience working with application lifecycle management tools such as Jira or MS Team Services. • Experience in building, maintaining, and supporting cloud environments Microsoft Azure or AWS. • Mobile (web and native) application development experience (iOS, Android, or Windows Phone) <p>Functional Area: Projects and Technical Wing of the KPITB</p> <p>Total Positions: 1 Post</p> <p>Job Type: Full Time</p> <p>Reporting to: Director Projects & Technical</p>

	Gender: Male/Female
--	-------------------------------