

Job Descriptions

Job Title	Project Manager
Grade	BPS-19
Location	PMU, KPITB Headquarters, Peshawar

Primary Duties and Responsibilities

- Lead the planning and execution of project activities under the Divisional IT Parks initiative.
- Coordinate with stakeholders for the implementation of co-working spaces across divisional headquarters.
- Supervise project teams and ensure timely achievement of deliverables.
- Monitor project progress and prepare regular reports for submission to the Project Steering Committee.
- Liaise with relevant departments for financial, technical, and operational facilitation.
- Ensure compliance with the PC-I and relevant government procedures and policies.
- Identify risks and devise mitigation strategies to maintain timelines and quality standards.
- Assist in the procurement and recruitment processes related to the project.
- Support engagement with IT industry stakeholders, tenant firms, and service providers.
- Assist in the development and execution of sustainability and exit strategies.

Job Requirements

Education	Degree in Computer Science, Project Management, Public Administration, ICT, or relevant discipline (at least 16 years of education)
Work Experience	Minimum 10 years of post-qualification relevant experience with at least 3 years in project management roles preferably in the public or development sector.
Upper Age Limit	50 Years
Demonstrated Skills and Competencies	<ul style="list-style-type: none">• Strong project management, planning, and team supervision skills• Excellent communication and stakeholder coordination abilities• Knowledge of public sector procedures and digital transformation projects

Key Working Relationships

Position Reports to	Managing Director, KPITB
Position Directly Supervises	PMU Support Staff
Indirect Reporting	Secretary ST&IT Department
Other Internal and/or External Contacts	KPITB departments, divisional administration, IT firms, co-working facility teams

Job Descriptions

Job Title	Business Development Manager
Grade	BPS-18
Location	PMU, KPITB Headquarters, Peshawar

Primary Duties and Responsibilities

- Lead the business development strategy for operationalizing Divisional IT Parks and co-working spaces.
- Identify potential tenant companies and freelancers for onboarding at the facilities.
- Build partnerships with IT companies, associations, incubators, and academic institutions.
- Develop and execute outreach and marketing campaigns to attract investment and tenancy.
- Conduct market assessments and demand analysis to refine value propositions for each site.
- Liaise with regional chambers of commerce and IT industry bodies to strengthen engagement.
- Assist in drafting and executing MoUs, rental agreements, and business facilitation protocols.
- Develop business models, including revenue generation, incentives, and service offerings.
- Support sustainability planning by identifying PPP or private sector co-investment opportunities.

Job Requirements

Education	16 Years of Education in Business Administration, Marketing, ICT, or a relevant discipline (minimum 16 years of education)
Work Experience	Minimum 5 years of post-qualification relevant experience in business development, marketing, or industry liaison roles. Preference for experience in Tech, public sector, or development organizations.
Upper Age Limit	45 Years
Demonstrated Skills and Competencies	<ul style="list-style-type: none">• Excellent relationship-building and negotiation skills• Strong understanding of tech industry trends and startup ecosystems• Proven track record in marketing and stakeholder engagement

Key Working Relationships

Position Reports to	Project Manager, PMU
Position Directly Supervises	Business Outreach Support Staff
Indirect Reporting	Managing Director, KPITB
Other Internal and/or External Contacts	IT companies, freelancer networks, chambers of commerce, academic institutions, co-working operators

Job Descriptions

Job Title	Admin, Finance & Accounts Officer
Grade	BPS-17
Location	PMU, KPITB Headquarters, Peshawar

Primary Duties and Responsibilities

- Manage the financial operations of the project in accordance with government financial rules and KPITB’s internal controls.
- Maintain records of budget utilization, payments, procurements, and reconciliations in compliance with PC-I allocations.
- Prepare financial statements, expenditure summaries, and audit-ready documentation.
- Assist in procurement processing, including tender documentation, evaluation, and vendor coordination.
- Support the disbursement of funds for facility operations, equipment procurement, and other project expenditures.
- Ensure timely payroll processing, staff reimbursements, and contractor payments.
- Maintain administrative documentation including service contracts, HR records, and logistics records.
- Liaise with KPITB Finance & Admin Sections and relevant authorities for smooth operations and compliance.

Job Requirements

Education	Minimum 16 years of education in Finance, Accounting, Commerce, or Business Administration (Finance/Accounts/ Management) from an HEC-recognized institution. Preference will be given to candidates with certifications (ACCA, CA, ICMA) or accounting systems experience.
Work Experience	At least 3 years of post-qualification relevant experience in financial management, public sector accounting, or donor-funded project finance. Experience in procurement, audit compliance, and ERP will be an advantage.
Upper Age Limit	40 years
Demonstrated Skills and Competencies	<ul style="list-style-type: none">• Sound knowledge of government budgeting and accounting procedures• Excellent skills in MS Excel, financial software, and documentation• Understanding of PPRA rules and audit preparedness• Strong organizational and problem-solving skills

Key Working Relationships

Position Reports to	Project Manager, PMU
Position Directly Supervises	Support/Admin Staff
Indirect Reporting	KPITB Finance & Admin Sections
Other Internal and/or External Contacts	AG Office, KP Finance Dept., vendors, auditors, and procurement committees

Job Descriptions

Job Title	Admin and Business Development Officer
Grade	BPS-17
Location	Assigned Divisional IT Park (any of the site at Div HQs)

Primary Duties and Responsibilities

- Oversee daily administration, operations, maintenance, and management of the IT Park and co-working space.
- Ensure optimal facility readiness, including internet, utilities, security, and cleanliness.
- Act as primary liaison with tenant firms, freelancers, startups, and service providers.
- Implement standard operating procedures (SOPs) for space allocation, usage, and reporting.
- Promote the facility to IT companies and freelancers for space occupancy and service usage.
- Facilitate onboarding, registration, and exit procedures of tenant firms and users.
- Track space utilization, collect feedback, and report issues to the PMU regularly.
- Organize networking events, training sessions, and community engagement activities at the facility.
- Support revenue generation through facilitation of rental agreements and incentives administration.
- Maintain coordination with the business facilitation desk at KPITB for investor support.
- Assist in maintaining financial records, ledgers, and petty cash for the facility.
- Record and reconcile utility payments, rent collections, and other operational expenditures.
- Support procurement documentation, invoice verification, and vendor payments at the facility level.
- Maintain records related to staff attendance, logistics, procurement, and day-to-day administration.
- Prepare monthly expense reports and share them with PMU Finance team for consolidation.
- Coordinate with KPITB Admin and Finance sections for documentation and financial compliance.
- Ensure proper filing of contracts, agreements, and service records of tenants and vendors.
- Handle local logistics for office supplies, events, minor procurements, and repair works.
- Serve as a point of contact for facility users regarding administrative or billing inquiries.
- Support inventory management and documentation of assets at the facility.

Job Requirements

Education	16 years of education in Business Administration, Public Administration, ICT, Management, or equivalent from an HEC-recognized institution
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Job Descriptions

Work Experience	Minimum 3 years of post-qualification relevant experience in administration, finance, accounting, facility management, co-working operations, or business development in public or private sector.
Upper Age Limit	40 years
Demonstrated Skills and Competencies	<ul style="list-style-type: none">Strong interpersonal and communication skillsFacility and resource management experienceKnowledge of local business and IT startup ecosystemProficiency in MS Office and basic reporting

Key Working Relationships

Position Reports to	Project Manager, through PMU
Position Directly Supervises	Facility support staff
Indirect Reporting	MD KPITB
Other Internal and/or External Contacts	Tenant IT firms, freelancers, KPITB operations, local government, vendors

Job Title	IT and Facility Management Assistant
Grade	BPS-16
Location	Assigned Divisional IT Park (any of the site at Div HQs)

Primary Duties and Responsibilities

- Provide day-to-day IT support and troubleshooting for facility infrastructure (network, hardware, connectivity).
- Assist in daily administration, operations, maintenance, and management of the IT Park and co-working space.
- Assist in onboarding firms, freelancers, startups, and service providers.
- Assist in onboarding, registration, and exit procedures of tenant firms and users.
- Ensure stable and high-speed internet connectivity for all co-working spaces and tenant companies.
- Assist in the deployment, maintenance, and troubleshooting of IT assets such as routers, switches, printers, and surveillance systems.
- Maintain inventory of IT equipment and report any damages or requirements to the Facility Manager.
- Monitor physical infrastructure (ACs, backup power, lighting, furniture) and coordinate with vendors for repair/maintenance.
- Support implementation of SOPs and IT asset management practices.
- Document user complaints and resolutions in a ticketing or log system.
- Provide on-site technical assistance during events, workshops, and training sessions.
- Support backup procedures, data security, and IT compliance as guided by PMU.

Job Requirements

Education	Minimum 16 years of education in Computer Science, IT, Electrical/Telecom Engineering, or relevant discipline from an HEC-recognized institution
Work Experience	Minimum 2 years of post-qualification relevant experience in IT support, administration, facility operations, or infrastructure maintenance. Preference will be given to candidates with hands-on networking and system administration experience.
Upper Age Limit	40 years
Demonstrated Skills and Competencies	<ul style="list-style-type: none">• Basic networking and systems support• Hardware troubleshooting and coordination• Record keeping and inventory control• Strong communication and user support mindset

Key Working Relationships

Position Reports to	Admin and Business Development Officer
Position Directly Supervises	N/A
Indirect Reporting	PMU Technical Team (IT)
Other Internal and/or External Contacts	IT service providers, internet vendors, tenant staff, KPITB technical support units