



About STZA

Special Technology Zones Authority (STZA) has been set up by the Federal Government with a mandate to provide world-class digital and physical infrastructure through setting up Special Technology Zones (STZs) across the country and putting Pakistan on global technology radar.

Who are we looking for?

At STZA, we believe in our people, invest in them, and give them the autonomy to grow and thrive in a fast-paced, dynamic, and agile state authority. We are always on the lookout for visionaries, out-of-the-box thinkers, disruptors, dreamers, and doers. We need positive people who will bring their talent and energy to challenge the status quo, push the boundaries for what's possible, conceive the extraordinary, and inspire others to join the journey to a tech-driven Pakistan.

Interested?

If you are passionate about the cause of national development and fulfil our requirements, please apply with your Cover Letter and Resum^e in hr@stza.gov.pk with "Job Title" and "Job Code" in the "Subject" of the Email. You can also choose to mail your application to the Special Technology Zones Authority Office, 4th floor, Prime Minister's Office, Constitution Avenue, G-9, Islamabad, Pakistan.

Apply within 7 days from publication of this advertisement. For full job descriptions, please visit www.stza.gov.pk/careers/. Only shortlisted applicants will be contacted by the STZA Office.

It is a merit competition where no benefits package will be provided.

MANAGER LICENSING

Job Code: ISR-A-0821/MCM-2 **Maximum Age:** 35 Years

Level/Grade: Specialist Manager Job Reports to: Director Licensing & Contracts

Overview: Managing the implementation and operations of the STZA licensing framework, in accordance with STZA applicable laws, rules, regulations and other applicable laws.

Key Responsibilities:

- Review, preparation & formal compliance of all applicable licensed documentation in relation to the licensing framework.
- Review & undertake necessary coordination & reporting of licensee's performance & obligations.
- Maintaining up-to-date record & paperwork associated with the licensing framework.
- Interact with all relevant stakeholders in relation to the licensing framework of STZA.

Experience Requirements:

- Minimum 4 years of relevant experience in regulatory/legal function of an enterprise/organization.
- Knowledge and practical experience relating to corporate and constitutional laws of Pakistan will be an added advantage.
- Experience of working with best practices and technology sector is preferred but not a mandatory requirement.

Essential Skills & Competencies:

- Advanced legal drafting skills
- Excellent multi-tasking and time management skills
- Strong attention to detail, thoroughness and accuracy
- Strong communication and interpersonal skills
- Strong problem-solving & negotiation skills
- Ability to work effectively in a team
- Digital and tech savvy

Education Requirements:

- Minimum Bachelor Graduate Degree from an HEC recognized university.

MANAGER CONTRACTS

Job Code: ISR-A-0821/MCM-2 **Maximum Age:** 35 Years

Level/Grade: Specialist Manager Job Reports to: Director Licensing & Contracts

Overview: Responsible for drafting, review, negotiation and management of the STZA contracts, in accordance with the STZA laws, rules, regulations and other applicable laws.

Key Responsibilities:

- Manage, validate, review and monitor all STZA contracts while ensuring that the executed contracts are in the best interests of the organization and are fully compliant with all statutory requirements.
- Identify potential conflicts of interest, other risks and liabilities in relation to the legal obligations.
- Facilitate and enable legal process in relation to the negotiation of contracts.
- Ensure that documentation is developed and processed through a streamlined process.
- Interact with external legal advisors in relation to the legal function of contracts. Maintaining meticulous record and paperwork associated with contracts. Interact with relevant government agencies, legal & external stakeholders in relation to the business and contracts of STZA.

Experience Requirements:

- Minimum 4 years of relevant experience in contracts management and/or legal function of an enterprise/organization.
- Knowledge and practical experience relating to public sector and/or private sector contracts management with knowledge of relevant applicable laws of Pakistan.
- Experience of working with start-ups and technology sector is preferred but not mandatory.

Essential Skills & Competencies:

- Advanced legal drafting skills
- Excellent multi-tasking and time management skills
- Strong attention to detail, thoroughness and accuracy
- Strong communication and interpersonal skills
- Strong problem-solving skills
- Ability to work effectively in a team
- Digital and tech savvy

Education Requirements:

- Minimum Bachelor Graduate Degree from HEC recognized university.

IT SYSTEMS ANALYST

Job Code: ISR-A-0821/ISA-B-1 **Maximum Age:** 35 Years

Employment Type: Contract (11 Month) Job Reports to: Senior Technical Manager

Overview: This role will conduct IT Systems Analysis and Development for the IT Department of the STZA, particularly on relevant projects such as the STZA One Window Facility. Incumbent on this role will assist in understanding the technical requirements of the IT system for the STZA and integration of IT systems with DGAs, and in providing other IT support functions to the STZA, where relevant. The candidate will have experience with IT Systems Analysis, Project Management, and preferably Business Systems Analysis.

Key Responsibilities:

- Prepare, monitor, and maintain schedule of assigned projects, particularly pertaining to One Window Systems.
- Create detailed functional requirements and development artifacts such as workflow diagrams, business rules, data mapping spreadsheets, and user manuals.
- Change management and user training (UAT) for smooth business process transition.
- Interact with Business Application Users in identifying and gathering users' requirements and develop logical and physical specifications.
- Develop UML diagrams such as Use Case, Activity and Sequence Diagrams.
- Develop Business Requirement Document (BRD) & Software Requirement Specifications (SRS).
- Act as a liaison between business users and development team.
- Coordinate with developers and QA team to explain system requirements.

Experience Requirements:

- Minimum 3 years of relevant experience in a successful public or private enterprise/organization.

Essential Skills & Competencies:

- Excellent understanding of SQL methodologies.
- Experience of UML (use case diagrams, workflow diagram, sequence diagrams, activity diagrams, etc.)
- Good knowledge of writing database SQL queries.
- Have worked with diagramming and modeling tools (e.g., Microsoft Visio, Microsoft Project, Draw.io, Balsamiq, etc).
- Detailed oriented with solid analytical and research skills
- Excellent verbal and written communication and presentation skills
- Knowledge of project management, product design trends and best practices.

Education Requirements:

- Minimum Bachelor's degree in Computer Science, Engineering, Business Administration (BMS), or related field.

IT BUSINESS ANALYST

Job Code: ISR-A-0821/IBA-B-1 **Maximum Age:** 35 Years

Employment Type: Contract (11 Month) Job Reports to: Senior Technical Manager

Overview: This role will conduct Business Process Analysis and Mapping for the IT Department of the STZA, particularly on relevant projects such as the STZA One Window Facility. The Business Analyst will report to the Senior Technical Manager, and will assist in organizing systems and re-engineering processes to fit the STZA vision and in providing other business development and support functions to other STZA departments, where relevant. The candidate will have experience with Business Process Mapping, Project Management and preferably with IT Systems Analysis.

Key Responsibilities:

- Interact with focal persons from DGAs, as well as external consultants on business process mapping and IT systems.
- Analyze and comprehend functional architecture enterprise for IT systems of STZA, and the One Window Facility.
- Develop, agree, and sign SRS with relevant DGAs.
- Create detailed functional requirements and business system requirements such as workflow diagrams, business rules, and data mapping spreadsheets.
- Change management and user training (UAT) for smooth business process transition and ensure continuous business process improvement through capturing and analyzing business data.
- Ensure continuous IT services delivery to support day-to-day business operations.
- Prepare, monitor and maintain schedule of assigned projects.
- Interact with Business Application Users in identifying and gathering users' requirements and develop logical and physical specifications.

Experience Requirements:

- Minimum 3 years of relevant experience in a successful public or private enterprise/organization.

Essential Skills & Competencies:

- Excellent understanding of Business Process Mapping methodologies.
- Experience of UML (use case diagrams, workflow diagram, sequence diagrams, activity diagrams, etc.)
- Have worked with diagramming and modeling tools (e.g., Microsoft Visio, Microsoft Project, Draw.io, Balsamiq, etc).
- Detailed oriented with solid analytical and research skills
- Excellent verbal and written communication and presentation skills
- Knowledge of project management, product design trends and best practices.

Education Requirements:

- Minimum Bachelor's degree in Computer Science, Engineering, Business Administration (BMS) or related field.

MANAGER PAYROLL & BENEFITS

Job Code: ISR-A-0821/MPM-B-2 **Maximum Age:** 50 Years

Level/Grade: Specialist Manager Job Reports to: Chief Human Resources Officer (CHRO)

Overview: This role will manage and execute the payroll process of STZA. Incumbent will be required to process, comply and be accountable for benefits management as per settlements duly approved as per HR regulations of STZA.

Key Responsibilities:

- Ensure compliant payroll management and disbursement to eligible and active employees as per approved HR regulations and other applicable and relevant laws of Pakistan.
- Complete Benefits management that includes proper documentation and compliance with approved HR regulations and relevant entitlements of employees.
- Understand full month end-month analysis that includes but is not limited to variance calculations, payment and deduction trends and overall analytical reporting on payrollments that relevant stakeholders.
- Maintain complete compliance and accountability for all documentation and authorizations related to payroll with excellent ethical and integrity-based focus and coordination.
- Seek necessary coordination with Finance for statutory deductions and payments to all stakeholders along with record keeping and a share of the same with relevant authorities to meet tax returns.
- Manage employee activation from onboarding perspective while ensuring total compliance of relevant process and also ensure ownership of complete offboarding process in context to full and final settlement of employees.

Experience Requirements:

- Minimum 3 years of relevant experience with successful and accomplished public sector or private sector enterprise/organization.

Essential Skills & Competencies:

- Integrity & Ethics
- Ability to do proper due diligence
- Customer Centric
- Attention to detail
- Digital and tech savvy
- Strong communication and interpersonal skills
- Ability to work effectively in a team
- Assertive, bold & courageous

Education Requirements:

- Minimum Bachelor Degree from an HEC recognized university.

MANAGER PROCUREMENT

Job Code: ISR-A-0821/MPM-B-2 **Maximum Age:** 50 Years

Level/Grade: Specialist Manager Job Reports to: Chief Human Resources Officer (CHRO)

Overview: This role will assist and support in managing all the procurement activities for STZA in line with established Procurement Governance policies of STZA. The individual will be responsible and accountable for ethical and integrity based vendor management, sourcing and purchasing of goods and services at STZA.

Key Responsibilities:

- Primary areas of responsibility includes planning, implementing, overseeing, managing and reviewing operational and administrative elements of procurement at STZA.
- You will be responsible and accountable to ensure that procurement is compliant with applicable STZA and government laws, rules and regulations.
- Ensuring that goods and services procured are at the best negotiated prices while ensuring quality and sustainability in terms of value both from cost and benefits perspective for STZA.
- Be completely responsible to maintain complete and up-to-date documentation of all procurement activities that are characterized as per the procurement governance framework of STZA.

Experience Requirements:

- Minimum 3 years of relevant experience with successful and accomplished public sector or private sector enterprise/organization.

Essential Skills & Competencies:

- Integrity & Ethics
- Ability to do proper due diligence
- Customer Centric
- Attention to detail
- Digital and tech savvy
- Strong communication and interpersonal skills
- Ability to work effectively in a team
- Assertive, bold & courageous

Education Requirements:

- Minimum Bachelor Degree from an HEC recognized university.