

TORs FOR GM TECHNICAL

Job brief

Telecom Foundation is looking to hire an experienced ICT professional against the position of GM Technical to develop, manage and drive the Technical department team for the successful and timely execution of the Technical projects of the Foundation.

Responsibilities

- Planning, designing, implementation and project management of all Technical projects
- Monitoring and control of technical and financial costs against planned project feasibilities / budgets.
- Responsible to ensure assistance of resources to the field and project teams and manage project demand and resources.
- Excellent interpersonal skills between stake holders including the management, customers, suppliers, contractors, workers, etc.
- A team player that can work with diverse Inter-department requirements and collaborates within teams to ensure harmony in project execution

Requirements

- Age Limit: 40-62 years
- Proven 10 or more years working experience in the relevant field in Government / National/ International Organization. Experience in Telecom and, in particular, the optical fiber access networks sector will be an added advantage.
- Excellent Project Management skills
- Good at meeting deadlines.
- Strong communication and interpersonal skills
- University Graduate from PEC registered Engineering University / Institute.

The opportunity will be on a contract basis. Telecom Foundation reserves the right, in its discretion to accept or reject any or all applications without assigning any reason thereof.

Candidates should submit detail CV along with Candidate's Bio Data Form (available on our website) latest by **18th October 2021** before **1700 hrs**. Incomplete CVs and Non submission of Candidate's Bio Data Form will not be considered for short listing. For information call during office hours on weekdays at 051- 2808163

Email: gm-technical @telecomfoundation.org.pk

Hard copy post to: EVP (A&HR), Telecom Foundation, 1st floor, TF Complex, Mauve Area, G-9/4, Islamabad with post title on the envelope.

TORs FOR GENERAL MANAGER GPON

Job brief

Telecom Foundation is looking to hire an experience ICT professional against the position of GM GPON to oversee and manage the technical projects, in particular the Fiber to the Home, / GPON projects of the Foundation, ensuring their timely and cost-effective completion.

Responsibilities

- Planning and designing the GPON roll out plan with SMART goals
- Designing of timelines and cost estimates of the projects
- Responsible for managing projects within approved project budgets.
- Stake holder expectation management and communication to avoid any future risks
- Responsible to manage project reports and deliver presentations to key stakeholders about progress, forecast, lesson learnt and outcomes.
- Responsible to track the performance during planning and execution phase and to update the business and financial plan accordingly.
- Responsible for project execution, risk management, preparation of acceptance documents and project delivery
- Operations and Maintenance of projects after delivery
- Project closure and reconciliation

Requirements

- Age Limit: 40-62 years
- Proven 10 or more years working experience in the relevant field in Government / National/ International Organization. Experience in Telecom and, in particular, the optical fiber access networks sector will be an added advantage.
- Excellent Project Management skills
- Good at meeting deadlines.
- Strong communication and interpersonal skills
- University Graduate from PEC registered Engineering University / Institute.

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TORs FOR GENERAL MANAGER REGIONAL

Job brief

Telecom Foundation is looking to hire an experience ICT professional against the position of GM Regional to oversee and manage the technical projects, in particular the Fiber to the Home, / GPON projects of the Foundation in particular regions, ensuring their timely and cost-effective completion.

Responsibilities

- Managing regional office administration, HR and budgets.
- Planning and designing the GPON roll out plan with SMART goals
- Designing of timelines and cost estimates of the projects
- Responsible for managing projects within approved project budgets.
- Stake holder expectation management and communication to avoid any future risks
- Responsible to manage project reports and deliver presentations to key stakeholders about progress, forecast, lesson learnt and outcomes.
- Responsible to track the performance during planning and execution phase and to update the business and financial plan accordingly.
- Responsible for project execution, risk management, preparation of acceptance documents and project delivery
- Operations and Maintenance of projects after delivery
- Project closure and reconciliation

Requirements

- Age Limit: 40-62 years
- Proven 10 or more years working experience in the relevant field in Government / National/ International Organization. Experience in Telecom and, in particular, the optical fiber access networks sector will be an added advantage.
- Excellent Project Management skills
- Good at meeting deadlines.
- Strong communication and interpersonal skills
- University Graduate from PEC registered Engineering University / Institute.

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TORs FOR SENIOR MANAGER (PMO)

Job brief

Telecom Foundation is looking for an experienced Senior Manager Project Management Office to oversee and drive internal and external project management related to the foundation, ensuring their timely and cost-effective completion.

Responsibilities

- Planning project management, including setting deadlines, prioritizing tasks against various deliverables and monitoring them through a critical path method approach.
- Analyzing financial data, including project budgets, risks, and resource allocation.
- Providing financial reports and budget outlines to stakeholders
- Overseeing the development of the projects and ensuring that team members are carrying out their tasks efficiently while upholding the company's standards.
- Drafting new and improving existing project management office policies and processes.
- Continuously evaluating projects to ensure they are meeting company standards, adhering to budgets, and meeting deadlines.
- Accurately documenting the project's creation, development, and execution as well as documenting the project's scope, budget, and justification.

Requirements

- Age Limit: 40-62 years
- Proven 8 or more years working experience in similar positions on GPON and related projects
- Project Management Professional (PMP) Certification
- Proven experience of effective project management at the senior management level
- Proven experience of multi-tasking of projects
- Ability to focus and follow-through to resolution of issues
- Excellent interpersonal, team management skills, communication and presentation skills
- University graduate in Project Management / Business Administration / Engineering or related disciplines from a local or foreign HEC recognized University.

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TORs FOR SENIOR MANAGER GPON

Job brief

Telecom Foundation is looking for an experienced Senior Manager GPON who will manage the activities associated with the development of GPON/FTTH Project.

Responsibilities

- Managing all fiber designing activities and provide technical support on all aspects of fiber design and planning.
- Responsible to assist field and project teams and manage project demand and resources.
- Manage performance evaluation of the team members and counseling for improvement.
- Responsible to co-ordinate and resolve any project related bottle-necks.
- Hands on experience of GPON, FDH installation, testing, commissioning and acceptance of GPON sites.
- Responsible to identify Risks during the execution of the projects and make sure to complete the project on time.
- Monitoring stores, supplies, labor and project related assets and inventory
- Expertise on as-build design documents including preparation of kmz files according to the development
- Responsible to plan and organize regular progress review meetings with all stakeholders to ensure quality of work and implementation of Foundation's standards and specifications.

Requirements

- Age Limit: 40-62 years
- Proven 8 or more years working experience in the relevant field
- Strong skills in project management tools, office tools, designing and GIS tools
- Excellent interpersonal, team management skills, communication and presentation skills
- Solid understanding of OSP network design key drivers affecting cost in OSP network rollouts
- Excellent knowledge of FTTX topology, including mixed networks with GPON, VDSL.
- University Graduate from PEC registered Engineering University / Institute.

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Transforming Communities

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TORs FOR MANAGER (DEVELOPMENT & OPS)

Job brief

Telecom Foundation is looking for an experienced Manager Development and Operations who will manage the activities associated with the development of technical Projects.

Responsibilities

- Manage the development and O&M of technical projects.
- Responsible for the technical evaluation of projects.
- Responsible to develop and maintain product drawings, specifications, and data sheets.
- Responsible to manage the execution of projects within the given timelines and budgets.
- Responsible to carry out Corrective and preventive maintenance within allocated Budget and agreed SLA.
- Responsible for developing, tracking, and maintaining network availability and quality metrics for entire project.
- Responsible to co-ordinate with internal and external departments to ensure the implementation of PIP.
- Responsible to co-ordinate within team and third parties (vendors) for proper working of projects and O&M.
- Responsible to monitor vendor performance according to PIP.

Requirements

- Age Limit: 30-45 years
- Proven 5 or more years working experience in the relevant field
- Strong computer skills
- Excellent interpersonal, team management skills, communication and presentation skills
- Solid understanding of OSP network design key drivers affecting cost in OSP network rollouts
- Excellent knowledge of FTTX topology, including mixed networks with GPON, VDSL.
- Bachelors or higher Engineering Degree or related qualification from a local or foreign HEC recognized University.

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TORs FOR MANAGER (TECHNICAL EXECUTION / DEVELOPMENT)

Job brief

Telecom Foundation is looking for an experienced Manager Execution who will manage the execution of technical projects of the Telecom Foundation and will make sure the projects are executed on time.

Responsibilities

- Design and create test conditions and scripts for performance testing and certification of GPON ONTs for making the FTTH devices deployment ready.
- Execute test cases and build/suggest new tools, script for performance testing/certification of GPON ONTs.
- Execute, analyze and prepare initial performance evaluation report.
- Responsible to execute excavation, pits, hand-holes, FDH Splicing, FDH installation, build and configure different type of equipment/system for FTTH projects.
- Responsible for co-ordination with Survey team during the sites survey for FTTH HLD, LLD and ODN.
- Responsible to identify the gaps in existing processes/standards and arrange modifications as per the best practices.
- Responsible to co-ordinate with all the teams to speed up the problem solving.
- Responsible to prepare and execute the corrective and preventive yearly plans.
- Responsible to arrange mapping of network on GIS.

Requirements

- Age Limit: 30-45 years
- Proven 5 or more years working experience in the relevant field
- Strong computer skills
- Excellent interpersonal, team management skills, communication and presentation skills
- Solid understanding of OSP network design key drivers affecting cost in OSP network rollouts
- Excellent knowledge of FTTH topology, including mixed networks with GPON, VDSL.
- Bachelors or higher Engineering Degree or related qualification from a local or foreign HEC recognized University.

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TORs FOR MANAGER (TECHNICAL PLANNING)

Job brief

Telecom Foundation is looking for an experienced Manager Planning who will manage the formulation of the foundation's five-year strategic master plan, including the business development projects within it and oversee its implementation.

Responsibilities

- Responsible for all fiber design activities and provide technical expertise on all aspects of fiber design and planning
- Assist with pre-sales activities focused on passive fiber network design and deployment projects
- Assisting field and project teams
- Manage internal and third party teams to produce high quality designs of HFC, FTTX and B2B networks for underground and aerial networks
- Manage project demand and resources
- Responsible for new build, customer connections, network upgrades, diversionary works and customized solutions
- Continued driving of improvement in costs, timescales and quality
- Develops project-specific and client-driven goals, schedules, budgets, ROIs and detailed assumptions that make up the master plan.
- Ensures that project scope, client expectations, performance measurement and specific deliverables are documented and appropriately delegated, including timely reporting on progress.
- Assigns, reviews, and evaluates work for accuracy, suitability, and completeness.
- Builds and maintains excellent working relationships with both internal and external stakeholders.

Requirements

- Age Limit: 30-45 years
- Proven 5 or more years working experience in the relevant field
- Strong computer skills
- Excellent interpersonal, team management skills, communication and presentation skills
- Solid understanding of OSP network design key drivers affecting cost in OSP network rollouts
- Excellent knowledge of FTTX topology, including mixed networks with GPON, VDSL.
- Bachelors or higher Engineering Degree or related qualification from a local or foreign HEC recognized University.

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TORs FOR ASSISTANT MANAGER CONTRACTS

Job brief

Telecom Foundation is looking for experienced Assistant Manager Contracts for preparation, negotiating and review Foundation's contracts and also help the Foundation in participating in tenders after reviewing the contracts/tenders.

Responsibilities

- Visit different sites and search online/newspapers for tenders.
- Review and participate in tenders on behalf of Foundation after the approval of the Competent Authority.
- Preparation of the formal contract for businesses, procurement, etc. as per the requirements.
- Analyze potential risks involved with specific contract terms.
- Stay up-to date with legislative changes and coordinate with the legal department as needed.
- Ensure all deadlines and conditions described on contracts are met (e.g. payments and shipping)
- Legal vetting through the legal department and evaluation of technical terms in the contract.
- Maintain organized system of physical and digital records
- Create standard formats for existing and new contracts

Requirements

- Age Limit: 24-30 years
- Minimum 2 years working experience in the relevant field
- Proven work experience as a Contract Administrator role.
- Computer literacy (MS Office applications, in particular)
- Excellent organizational skills, with an ability to prioritize important projects
- Strong phone, email and in-person communication skills
- Bachelor's or higher degree in Business Administration / Computer Science / Engineering / Law or related qualification from recognized University / Institute etc.

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Email: am-contracts@telecomfoundation.org.pk

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TORs FOR ASSISTANT MANAGER (HR & Finance)

Job brief

Telecom Foundation is looking for experienced Assistant Manager (HR & Finance) for maintaining personnel records, managing HR documents and for various administrative tasks in a timely manner and process data based information on Foundation's profitability, solvency, stability and liquidity.

Responsibilities

HR

- Facilitate in recruitment & selection process (checking application forms, short listing, scheduling job interviews and manages interview process).
- Monitor, review and improve internal HR systems and processes
- Payroll and personnel file management
- Manage employee requests regarding human resources issues, rules, and regulations
- Organize and maintain personnel records
- Maintain and update internal databases with employee records e.g. leaves, attendance, etc.
- Prepare HR documents, e.g. employment contracts, confirmation, extension letters and new hire guides
- Manage Advances, Loans & Gratuity.
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc.)
- Daily Attendance Control through ACS system and report to superior official.

FINANCE

- Update financial spreadsheets with daily transactions
- Prepare financial document procedures and practices
- Prepare balance sheets
- Track and reconcile bank statements
- Create cost analysis reports (fixed and variable costs)
- Process tax payments
- Support monthly payroll and keep organized records
- Record accounts payable and accounts receivable
- Process invoices and follow up with clients, suppliers and partners as needed
- Provide administrative support during budget preparation
- Participate in quarterly and project audits

Requirements

- Age Limit: 24-30 years
- Minimum 2 years working experience in the relevant field
- Proven work experience as an HR & Finance Administrator, HR & Finance Administrative Assistant or relevant role
- Computer literacy (MS Office applications, in particular)
- Excellent organizational skills, with an ability to prioritize important projects

- Strong phone, email and in-person communication skills
- Bachelor's or higher degree in Business Administration / Human Resource / Finance or related qualification from recognized University / Institute etc.

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