

# **LAW AND JUSTICE COMMISSION OF PAKISTAN**

## **Access to Justice Development Fund (AJDF)**

### **TORs of the RIS (Information Technology Specialist) Team**

#### **1. Team Leader RIS (Information Technology Specialist):**

- a. Lead and manage the RIS team to perform assigned roles and responsibility.
- b. Lead support in developing and / or implementing (as the case may be) a multiyear strategic plan, high-level objectives, and outcome-based measures of success. Such a plan will include specific quantitative milestones that the RIS will help break down into the annual work plan, for better monitoring and accountability. In doing so, the authorities may also identify emergent needs and priorities, which are not part of the on-going strategic plan, to update the Plan. The Team Leader will update the Plan, accordingly.
- c. Liaise with respective authorities of the Supreme Court of Pakistan (SCP) and other authorities in the provinces / regions as well as stakeholders, to obtain input to the strategic plan.
- d. (d) Support the respective heads prepare a draft of the strategic plan for consideration by the approving authorities and work under their direction to finalize that plan and arrange its publication.
- e. Ensure country-wide consistency in performance report in methodologies, monitor performance against strategic plan objectives, and report to the approving authorities at predetermined intervals.
- f. Coordinate the preparation of the Annual Action Plan by the respective authorities, ensuring that a consistent format is applied. These Plans will clarify the additional needs to enable implementation, including timelines and assign responsibility for stronger accountability.
- g. Collate the Annual Action Plans for review by the approving authorities.
- h. Receive performance reports and analyses from the respective authorities in electronic format and produce summary performance reports for consideration by the approving authority (ies). This report is expected to highlight, achieving targets, outstanding targets requiring actions and risks to achievement of Strategic Plans objectives.
- i. Prepare the consolidated Annual Performance Report and, and on its approval by the authorities, arrange publication.

- j. Develop a standard reporting template that is used to report progress of, at intervals to be decided by the approving authorities.
- k. Support the authorities to meet timely at the agreed intervals to review implementation progress, consider and resolve issues.
- l. Provide secretarial services to the authorities for the implementation of the strategic plan, including preparation of the minutes of with clear actions, and follow-up with the respective authorities for such action, aiming to report to the approving authorities compliance (or not). This includes documenting the decisions.
- m. Translate the approving authorities' direction into actions for the respective authorities to ensure adherence to the directions.
- n. Monitor implementation progress.
- o. Prepare monthly implementation progress updates in collaboration with the implementing authorities for submission of a consolidated report to the approving authority.
- p. identify resources (budget) required for the Strategic Plan implementation arrangements as well as the RIS.
- q. Follow up on the approving authorities decisions and report monthly compliance (or not) to both.
- r. To coordinate and engage stakeholders, including the judiciary, Bar, court staff, and the public, thereby reinforcing transparency and inclusivity in the reform process.
- s. To facilitate public input and feedback on the draft reform plan, ensuring that the judiciary remains responsive to societal needs and expectations.
- t. Other related tasks as the reform activity and approving authorities may require.

**Qualification:**

- Master's Degree in Computer Sciences.
- At least 5 years project or program management experience.
- At least 3 years experience of managing a team.
- Demonstrated ability of preparing project/ program reports and submission to the approving authorities.
- Work experience with the public sector in Pakistan is a plus.
- Work experience with the international development partners is a plus.