Job Description

A.1 Head of AI

Head of AI	
Grade Equivalent	Senior Manager Level
Reports To	GM Projects
Position Type	Regular (Full-time)
Duty Station	Islamabad, Pakistan (with travel as and when required)

Position Summary

Head of AI shall lead the implementation, coordination, and operational management of the National AI Innovation Hub (NAIIH) and other AI-related initiatives undertaken by Ignite. Reporting to the GM Projects, the position shall be responsible for overseeing programme execution, stakeholder coordination, project governance, and the achievement of approved objectives related to AI ecosystem development.

The role shall support the planning, implementation, monitoring, and continuous improvement of national AI programmes while working closely with government stakeholders, industry partners, academia, development partners, and technology ecosystem participants. The incumbent shall provide technical and strategic guidance on AI-related initiatives and contribute towards strengthening Pakistan's AI innovation and infrastructure landscape in line with Ignite's mandate and strategic priorities.

As the lead position for AI programmes within the Projects Dept. Head of AI shall oversee programme delivery, vendor and operator performance, and the alignment of implementation activities with approved objectives and national priorities. The position shall coordinate with the Ministry of Information Technology & Telecommunication (MoITT), relevant government entities, industry stakeholders, academia, and ecosystem partners to ensure effective programme execution and ecosystem development.

Head of AI shall support institutional decision-making by providing subject matter expertise on AI technologies, governance frameworks, and emerging trends. The role shall also contribute to the development of future AI initiatives, policy recommendations, ecosystem growth strategies, and programme expansion opportunities, while ensuring effective governance, compliance, performance management, and long-term sustainability of AI-related programmes.

Key Responsibilities

- Lead the implementation, coordination, and operational management of the National AI Innovation Hub (NAIIH) and related AI initiatives undertaken by Ignite.
- Provide strategic and technical leadership for the planning, execution, monitoring, and continuous improvement of AI infrastructure and ecosystem development programmes.
- Support the development and implementation of Pakistan's sovereign AI ecosystem by ensuring alignment of programme activities with approved objectives, national priorities, and Ignite's strategic mandate.
- Oversee programme delivery and monitor the performance of operators, vendors, consultants, and implementation partners to ensure compliance with contractual obligations, service levels, and performance targets.
- Provide technical oversight of AI compute infrastructure, AI platforms, data repositories, and related services delivered under the NAIIH programme.
- Review and provide recommendations on technical architectures, solution designs, infrastructure enhancements, and major change requests related to AI programmes.
- Support the development of foundation models, Urdu and regional language AI capabilities, AI-as-a-Service offerings, and other initiatives aimed at strengthening Pakistan's AI ecosystem.
- Contribute to the development and implementation of governance frameworks, security controls, data management standards, and compliance requirements applicable to AI programmes.
- Coordinate with the Ministry of Information Technology & Telecommunication (MoITT), government entities, development partners, academia, industry stakeholders, and ecosystem participants to facilitate programme implementation and stakeholder engagement.
- Provide technical and strategic inputs to senior management on AI infrastructure, ecosystem development, emerging technologies, programme risks, and future expansion opportunities.
- Support procurement activities, contract management processes, and evaluation of proposals relating to AI infrastructure, platforms, services, and ecosystem initiatives.
- Prepare and present programme progress reports, technical briefings, risk assessments, and recommendations for management, committees, and other relevant stakeholders.
- Establish and maintain effective programme governance, performance monitoring mechanisms, and institutional coordination frameworks for AI-related initiatives.
- Lead, mentor, and develop the AI programme team to strengthen technical capability, knowledge management, and programme delivery effectiveness.
- Perform any other assignments related to AI programmes and ecosystem development as may be assigned by the GM Projects from time to time.

Qualification & Experience	• Master’s degree in Computing, Computer Science, Information Technology, or a closely related discipline from a recognised institution. • Minimum 12 years of progressive experience in the design, procurement, or implementation of large-scale digital systems. • Demonstrated leadership of national-scale digital platforms or programmes, with accountability for delivery outcomes and stakeholder engagement.

	• Experience advising on programme design and procurement specifications for national digital infrastructure, ideally including AI, HPC, or data platform initiatives. • Experience of managed-services or vendor-delivered programmes, including governance of third-party operators against SLAs.
Knowledge & Skills	• Working understanding of sovereign AI infrastructure, cloud and hybrid compute, data platforms, and integration architectures. • Familiarity with AI governance, responsible-AI principles, and applicable national data protection frameworks. • Procurement and contract governance — RFP/TOR drafting, bid evaluation, performance-based contracting, and SLA frameworks. • Cybersecurity fundamentals — IAM, zero-trust principles, and security specifications for sovereign AI infrastructure. • Senior stakeholder engagement and ministry-level advisory presence. • Sound judgement on trade-offs between innovation enablement, security posture, and fiscal sustainability.