

Government of Pakistan
Ministry of Foreign Affairs
Islamabad

No. Estt (III)-58/5/2014

Dated: 18th December, 2017

OFFICE MEMORANDUM

Subject: **DEPUTATION OF AN OFFICER AS DEPUTY SECRETARY GENERAL (TRANSPORT & COMMUNICATIONS, PROJECT & ECONOMIC RESEARCH AND STATISTICS, AND CFU) (CATEGORY-I, D-3), ECO SECRETARIAT, TEHRAN.**

In partial modification of this Ministry's O.M of even number dated 9th November, 2017, the undersigned is directed to state that ECO Secretariat, Tehran has invited nominations for the post of Deputy Secretary General (Transport & Communications, Project & Economic Research and Statistics, and CFU) (Category-I, D-3), with the following criteria:-

- i. **Eligibility of Candidates:**
Only Civil Servants (as defined in Section 2-b of Civil Servants Act, 1973) are eligible to apply.
- ii. **Tenure of Post:**
The tenure of the post is 3 years renewable by another term of 3 years with the approval of the Council of Ministers.
- iii. **Age Limit:**
The nominee should be able to serve for a full term of three years before attaining the age of retirement, which is 60 for men and 55 for women.
- iv. **Qualification & Experience**
Minimum Bachelor's Degree. Preferably Ph.D./Masters in Economics or Business Finance, or Development Administration with 15 years' experience with government and/or private sector, academia and international organizations; as well as substantive managerial skills and wide international exposure.
- v. **Pay Allowances, Emoluments & Grade/Scale of the post:**

Pay	US\$ 5,022/-
Conveyance Allowance	US\$ 532/-
House Rent Allowance	US\$ 2728/-
Child Allowance;	US\$ 80*

*For first child 100% and for second and third child each 50%
- vi. **Language:**
Strong command of English Language both written and spoken.
- vii. **Responsibilities:**
 - a. Implementation of ECO aims and objectives in the fields of Transport and Communication, Project & Economic Research and Statistics.
 - b. Effective liaison and coordination with United Nations and its Agencies and Regional Organizations in areas of his/her responsibility.
 - c. In addition, any assignment/responsibility given by the Secretary General to promote ECO objectives.

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viii. **Job Description:**

For realization of his/her assignments, Deputy Secretary General will ensure:-

- a. Implementation of Secretary General's instructions policies and decisions in the areas mentioned above.
- b. Provision of organizational support to the Secretary General to fulfill the objectives of the Organization.
- c. Guidance to staff members working under his/her supervision to ensure that they remain adequately motivated for prompt realization of the objectives of the Organization.
- d. Close coordination with ECO Specialized Agencies and Regional Institutions and, to the extent possible, provide them with required data, documentary materials and expert advisory support.
- e. Follow-up actions with regard to policies and decisions of the ECO authorities and submit periodic reports to the Secretary General on the status of the ongoing projects.
- f. Close contact with regional and international organizations dealing with Transport and Communication, Project & Economic Research and Statistics with United Nations and its Agencies, particularly those with which ECO enjoys a cooperative relations and ensure that ECO utilize the benefits they may be reaped from the Memorandum of Understanding signed with each of them. Develop new contacts, wherever possible, under the direction and guidance of the Secretary General.
- g. Fresh policy inputs to Secretary General for future planning of ECO programs, in consultation with DSGs and the others.
- h. Close cooperative relationship with important officials of the host Governments in sectors of direct relevance to the areas of responsibility in ECO.
- i. Guidance to the staff in writing skills in English.

2. In light of the new deputation policy for International organizations titled "Civil Servants (Service in International Organizations) Rules, 2016" issued by Establishment Division, a written qualifying test shall be conducted by National Testing Service (NTS), Pakistan. (Test syllabus/content (100 marks) is attached)(Annex-A). All interested candidates shall apply directly on the website www.nts.org.pk of National Testing Service (NTS) as soon as the link for the test is available. Date of the test shall be communicated by NTS on its website and to the candidates later on. The candidates who pass the written test shall be required to produce departmental NOC at the time of interview. Interview of all those candidates who score 60 or above marks in written test shall be conducted by the Special Selection Board (SSB) headed by Secretary, Cabinet Division.


(Hasan Ali Zaigham)
Director (P-I)

- i. All Federal Government Ministries/Divisions/Departments
- ii. Chief Secretaries of the Provincial Governments/AJK/GB
- iii. Auditor General of Pakistan

Copy to:

- i. The Director (Org & CP), Ministry of Foreign Affairs, Islamabad with the request to circulate to all officers of the Ministry.