

MOST IMMEDIATE

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No.1/17/2014-T-IV

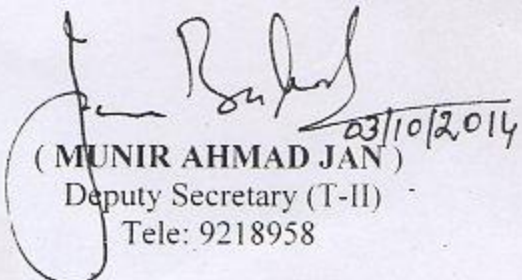
Islamabad the 3rd October, 2014

OFFICE MEMORANDUM

Subject: NOMINATIONS FOR POST OF RESEARCH OFFICER (TRADE & INVESTMENT, CAT-II, P3) IN ECONOMIC COOPERATION ORGANIZATION SECRETARIAT, TEHRAN, IRAN.

Reference Ministry of Foreign Affairs OM No.Estt. (III)-58/02/2010 dated 17-09-2014 on the above cited subject (Copy enclosed).

2. Suitable nominations of officers, duly approved by the competent authority, for the position of Research Officer (Trade & Investment, Cat-II/P-3) in Economic Cooperation Organization Secretariat(ECO), Tehran, Iran, fulfilling the laid down criteria as per attached job description may be furnished to the Establishment Division, Islamabad. Closing date for receipt of applications is 13th October, 2014. Nominations received later than due date shall not be considered.


(MUNIR AHMAD JAN)
Deputy Secretary (T-II)
Tele: 9218958

All Ministries/Divisions
and Provincial Governments.

Government of Pakistan
Ministry of Foreign Affairs
Islamabad

No. Estt (III)-58/02/2010

17th September, 2014

OFFICE MEMORANDUM

Subject: POST OF RESEARCH OFFICER (TRADE & INVESTMENT, CAT-II, P3) AND DATA BASE OFFICER (CAT II, P3) IN ECONOMIC COOPERATION ORGANIZATION SECRETARIAT, TEHRAN (IRAN).

The undersigned is directed to enclose herewith a fax message no. ECO-7/33/2014 dated 1st September, 2014 received from Parep Tehran along with supporting documents on the subject captioned above for making necessary nominations for the subject posts.

Hasnain Yousaf

(Hasnain Yousaf)
Deputy Director (Estt-III) 17/9/14

Dr. Masood Akhtar Chaudhary
Joint Secretary (Trg)
Cabinet Secretariat
Establishment Division,
Islamabad

Kindly process on expeditious basis if Establishment Division is the initiating Division. In case its not, follow up with the initiating division on urgent basis.

DS (T-II)

SOCT-IV)

[Signature]
22/9

[Signature]
22/09/14

FAX MESSAGE

MOST IMMEDIATE

From: Parep Tehran
To: Foreign Islamabad
No. ECO-7/33/2014
Dated: 1 September 2014

TNI-02

Handwritten initials and date: 24/9

Director General (Personnel) from Counsellor (P)/DHM
Rptd to: i. Director General (West Asia)
ii. Director (ECO & CARs)

Subject: Posts of Research Officer (Trade & Investment, Cat-II, P3) and Data Base Officer (Category II, P3), in Economic Cooperation Organization Secretariat, Tehran, Iran

Enclosed please find a copy of ECO Secretariat's Note Verbale No.ADM/PER/2014/1321 dated 28 August 2014, informing that the tenure of following officers would expire in December 2014:-

Sr	Name of officer	Designation	Tenure will complete on
i.	Mr. Muhammad Farooq,	Research Officer (Trade & Investment, Category II, P3)	11 Dec 2014
ii.	Mr. Muhammad Yousaf,	Data Base Officer (Category II, P3)	22 Dec 2014.

2. According to the relevant procedure as narrated in the ECO Staff Regulations, appointments against (Professional posts) are made by the Secretary General on the recommendations of Selection Panel and Council of Permanent Representatives. Details of the requisite qualifications and experiences are enclosed.

3. The Ministry is, therefore requested to convey the nominations for the posts mentioned above, alongwith their CVs and photographs for further processing the case, on most urgent basis.

Encl: As above

(Muhammad Zeeshan Ahmed)
Counsellor (P)/DHM

Handwritten notes: 2236, 5-5-2014

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ECO Secretariat

Title of the Post: Research Officer (Trade and Investment)

Grade of the Post: Category II, P-3

Job Description:

1. Proper maintenance of record.
2. Timely follow up of the relevant assignments.
3. To organize research-related working group meetings, workshops and conferences through:
 - Correspondence
 - Keeping records and contact/ mailing lists
 - Clerical support (filing, faxing, copying, etc.)
 - Coordination on production of research publications
4. To provide research assistance by drafting background papers, concept papers, literature reviews and evaluations of chapter contributions to edited volumes including:
 - Editorial assistance on major publications
 - Assisting in drafting and editing of reports
 - Writing of meeting reports
 - Working with research team to develop new projects.
5. Preparation of draft statement, reports, correspondence etc.
6. Research work in the field of Transport and Communications
7. Assistance in proper implementation
8. Explore and propose activities, contacts, meetings, projects etc that may increase the Directorate's efforts in promoting ECO Trade and investment cooperation.
9. Any other responsibilities or work assigned by the Secretary-General, concerned Deputy Secretary General and/or the Director.

Skills and Qualifications:

1. Minimum Bachelor's Degree. Preferably Masters in Economics, International Trade, Business Administration or Finance or Development Economics.
2. Strong command of English language both written and spoken.

Experience Requirement:

1. 5 years professional work experience in the relevant fields with substantive skills and capability to initiate process and monitor collaborative project programmes.