

GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
ESTABLISHMENT DIVISION

No.1/21/2014-T-IV

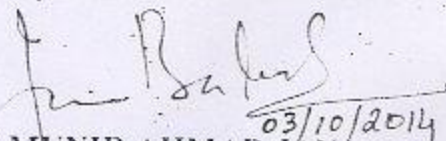
Islamabad the 3<sup>rd</sup> October, 2014

OFFICE MEMORANDUM

Subject: **NOMINATIONS FOR THE POST OF DEPUTY SECRETARY GENERAL (TRANSPORT AND COMMUNICATION, PROJECT & ECONOMIC RESEARCH AND STATISTICS) IN ECONOMIC COOPERATION ORGANIZATION (ECO SECRETARIAT), TEHRAN, IRAN.**

Reference Ministry of Foreign Affairs U.O No.Estt. (III)-58/02/2003 dated 25-09-2014 on the above cited subject (Copy enclosed).

Suitable nominations of officers (BS-20/BS-19 Senior), duly approved by the Competent Authority, for the position of Deputy Secretary General (Cat-I, D-3) in the ECO Secretariat, 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 22<sup>nd</sup> October, 2014.

  
03/10/2014  
(MUNIR AHMAD JAN)  
Deputy Secretary (I-II)  
Tele: 9218958

All Ministries/Divisions  
and Provincial Governments.



Government of Pakistan  
Ministry of Foreign Affairs  
Islamabad

Establishment Division  
Dy No. 109 D.S (I-II)  
Dated: 2-10-14

Subject: POST OF DEPUTY SECRETARY GENERAL (TRANSPORT AND COMMUNICATION, PROJECT & ECONOMIC RESEARCH AND STATISTICS) IN ECONOMIC COOPERATION ORGANIZATION (ECO SECRETARIAT), TEHRAN, IRAN.

Our Mission in Tehran has forwarded an ECO Secretariat's note verbale no. ADM/PER/2014/981 dated 30 June, 2014 conveying that Mr. Altaf Asghar, Deputy Secretary General will complete his tenure on 2<sup>nd</sup> January, 2015. The Mission has further requested to approach the Establishment Division to select suitable candidate (Principal and Alternate) and convey Pakistan's nominations for the post of Deputy Secretary General in the ECO Secretariat, Tehran on most urgent basis as the issue would be discussed in the ECO CPR meeting for its recommendation to the 22<sup>nd</sup> Council. Job descriptions of the said post are also enclosed herewith for ready reference.

03. Keeping in view the importance of this post, Establishment Division is requested to process the case for selection of a suitable candidate (Principal and Alternate) for the post of Deputy Secretary General (Transport and communications, project & Economic Research and Statistics) in the ECO Secretariat on most urgent basis.

(Hasnain Yousaf)  
Deputy Director (Estt-III)

Establishment Division, Cabinet Secretariat (Mr. Masood Akhtar, Joint Secretary (Training), Islamabad  
M/O Foreign Affairs U.NO. Estt (III)-58/02/2003 dated 25<sup>th</sup> September, 2014

Dy (E-II)

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**Title of the Post:** Deputy Secretary General  
(Transport and Communication, Project & Economic Research and Statistics)

**Grade of the Post:** Category I, D-3

**Responsible for:**

- Implementation of ECO aims and objectives in the fields of Transport and Communication, Project & Economic Research and Statistics).
- Effective liaison and coordination with United Nations and its Agencies and Regional Organizations in areas of his/her responsibility.
- In addition, any assignment/responsibility given by the Secretary General to promote ECO objectives.

**Job Description:**

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

1. Implementation of Secretary General's instructions policies and decisions in the areas mentioned above.
2. Provision of organizational support to the Secretary General to fulfill the objectives of the Organization.
3. 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.
4. 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.
5. 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.
6. 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 relation 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.
7. Fresh policy inputs to Secretary General for future planning of ECO programs, in consultation with DSGs and the others.
8. Close cooperative relationship with important officials of the host Government in sectors of direct relevance to the areas of responsibility in ECO.

9. Guidance to the staff in writing skills in English.

**Qualifications:**

1. Minimum Bachelor's Degree. Preferably Ph.D./Masters in Economic or Business Finance, or Development Administration.
2. Strong command of English language both written and spoken.

**Experience Requirement:**

1. 15 years experience with government and/or private sector, academia and International Organizations.
2. Substantive managerial skills and wide international exposure.