No. 5(1)/2023-Admn-I/HR-I   Islamabad, the 11th December, 2023

CIRCULAR

SUBJECT: - **E-LEARNING COURSE ON "PSYCHOSOCIAL SUPPORT IN THE WORKPLACE" TO BE HELD FROM 29TH JANUARY TO 2ND FEBRUARY, 2024 UNDER THE SINGAPORE COOPERATION PROGRAMME JAPAN INTERNATIONAL COOPERATION AGENCYTHE 21ST CENTURY (JSPP21)**

Please find enclosed herewith a copy of self explanatory Office Memorandum No. 4(10) SEA/Singapore/2023, dated 1st December, 2023 received from Ministry of Economic Affairs, on the above mentioned subject for placing on the website of the Ministry of Commerce. *online training*

2.   **Interested/relevant** officers from **Main Ministry and its Attached Departments/Organizations** who fulfill the eligibility criteria may send their nominations, duly approved by their respective Head(s) of the Wing(s)/Departments to HR-I Section **(along with their C.V , Services Profile and details of availed Foreign Training/Workshops etc)**, latest by **14-12-2023 positively**. *Nominations received after the deadline will not be entertained.*

Encl: **As Above**

                                      (Aamir Waheed)
                                  Section Officer (HR-I)

Database Administrator,
Ministry of Commerce,
Islamabad

Copy for information to **Section Officer (AOs-HR),** Ministry of Commerce, Islamabad

Government of Pakistan
Ministry of Economic Affairs,
(Economic Affairs Division)
*****

No. 4(10) SEA/Singapore/2023.   Islamabad 1ˢᵗ December, 2023.

O FICE MEMORANDUM

SUBJECT: - E-LEARNING COURSE ON " PSYCHOSOCIAL SUPPORT IN THE WORKPLACE" TO BE HELD FROM 29ᵗʰ JANUARY TO 2ⁿᵈ FEBRUARY, 2024 UNDER THE SINGAPORE COOPERATION PROGRAMME JAPAN INTERNATIONAL COOPERATION AGENCYTHE 21ˢᵗ CENTURY (JSPP21).

The undersigned is directed to inform that the Government of Singapore has invited (1) one nomination for the above online training course. The Government of Singapore will bear the full course fee for successful applicant. The application form is available at EAD's web site: www.ead.gov.pk

2.   The eligibility criteria and objectives of the subject course are as under:
Eligibility Criteria's: -

- Permanent Government Officers (BS-17 and above) only and nominated by respective Federal Government or Provincial Department.
- Mid-to-senior level government officials involved in the provision of support and emergency response as well as the designing of interventions for workplaces;
- Able to attend all the synchronous e-learning sessions (participants will require an internet-enabled device with Zoom installed, webcam, microphone and audio);
- Nominated by their respective governments; and
- Proficient in written and spoken English.

Objective: -

- This online course is conducted under the auspices of the SCP Training Award. Covering the World Health Organization's Psychological First Aid (PFA) framework, this course will equip participants with the skills and knowledge needed to provide support to persons in distress, as well as plan and design psychosocial support in the workplace.

3.   Nomination of suitable candidates duly approved by the competent authority along with the following documents may kindly be forwarded to this Division by 22ⁿᵈ December, 2023 (Friday), positively. Nominees are also requested to apply online at https://go.gov.sg/e-psw23 required by Singapore (Mandatory) before 22ⁿᵈ December, 2023.

4.   Required Documents

1	Nomination letter in original	01 copy
2	Filled in Performa for FTC	01 copy
3	Application form	02 copies
4	CNIC & Photograph	02 copies each

5.   In case. of incomplete/late submission of documents, nomination will not be entertained. Moreover, any deliberate provision of wrong information on part of the candidate shall be liable to be rejected.

(Pizwak Imriaz)
Section Officer (SEA)
Ph: 051-9202084

1. **Distribution:-**
2.
3. All Ministries / Divisions / Departments.
4. All Provincial Governments including Azad Government of Jammu & Kashmir and Gilgit Baltistan Government.

Copy forwarded for information: -

1. Senior Joint Secretary (EC), EAD.
2. Section Officer (UN-III/Secretary FTC), EAD.
3. Network & System Administrator, EAD.