

Islamabad the, 9th January, 2024

Subject: **SELECTION OF LEGAL AFFAIRS OFFICER UNDER MOC- WTO
LEGAL AFFAIRS PROGRAMME IN PERMANENT MISSION OF
PAKISTAN TO THE WTO, GENEVA (SWITZERLAND)**

In continuation of letter of even number dated 22nd December 2023.

2. Applications alongwith detailed CVs are **once again** invited for selection for two (02) positions of Legal Affairs Officers (LAO) from BS-17/18 of the Commerce and Trade Group to be posted with WTO Mission in Geneva for a period of one year.
3. The selection will be made on the basis of eligibility criteria (**Annex-I**). The selection process and job assignments/ responsibilities of the subject program are available on Ministry of Commerce's website.
4. Interested CTG officers having required qualification/experience may send their applications alongwith detailed CV's and scanned copies of relevant qualification/ certifications via email to so-to2@commerce.gov.pk **latest by 19-01-2024**. A hard copy of the application (through paper channel) may be sent by surface mail within 05 working days after the date of closing of online submission.

Encl: **As above**


(Sarah Benazir)
Section Officer (TO-II)

1. All Officers of CTG Ministry of Commerce & Attached Departments (other than Insurance Companies).
2. Section Officer (CTG), with the request to circulate among the Officers.
3. Section Officer (AO's), with the request to circulate among the Officers.
4. Network Administrator, Ministry of Commerce with the request to upload the same on MoC website.

Eligibility Criteria:

- Officers of Commerce & Trade Group (BS-17/18) holding a degree in law and serving in Ministry of Commerce & Attached Departments (other than Insurance Companies).
- A minimum of 3 years' service after completion of Specialized Training Program at Pakistan Institute of Trade and Development.
- Must have served at least 2 years in Ministry of Commerce, TDAP, DGTO, TDRO and PITAD.
- Preference shall be given to officers who have served in Trade Diplomacy Wing of Ministry of Commerce specially WTO Wing and Product/Marketing Divisions of TDAP. Experience of dealing with trade disputes specially WTO disputes shall be an added qualification.
- A good understanding of international trade matters, Pakistan's interests in global trade, WTO Agreements and multilateral trading systems. Officers who have completed basic WTO online courses on Trade in Goods/Services shall be preferred.
- Must be proficient in use of IT, specially latest tools of online meeting, collaboration and report writing.
- Excellent communication skills in English language, understanding of French/Spanish will be an additional asset.
- Ability to work under strict timelines and fast paced international diplomatic environment.



Selection Process:

- The selection shall be made for three consecutive years i.e. a total of 3 officers shall be selected against three posts for the years 2021-22, 2022-23 and 2023-24.
- The posts shall be circulated in Ministry of Commerce, TDAP, DGTO, TDRO and PITAD. At least 10 days' time shall be given to prospective candidates for submission of applications through e-mail along with detailed CV highlighting their eligibility for the post and copies of certificates etc.
- The applications shall be shortlisted as per given criteria and eligible candidates shall be invited for online/physical interview before a Selection Committee comprising the following:

▪ Joint Secretary (HRM)	Member
▪ Joint Secretary (WTO)	Member
▪ Deputy Secretary (TOs)	Member/Secretary
- The Selection Committee shall recommend 3 candidates in order of merit for posting as Legal Affairs Officer in Permanent Mission of Pakistan to WTO for approval by Secretary Commerce.



Terms & Conditions:

- The selected officer shall be paid a fix monthly stipend of CHF 6,000/- and a return ticket for Geneva. No medical claims, insurance coverage, rent of residence or family expenses shall be allowed.
- This program is purely for capacity building purposes and the selected officer must return after 12 months period. No requests for extensions and/or ex-Pakistan leave shall be entertained.
- The officers shall serve a minimum of one year in WTO Wing on his return from the mission.
- The services of the officers shall be utilized for purely technical purposes and no financial/administrative/misc. work shall be assigned to the officers.
- Besides reporting to the Ambassador, the officers shall on monthly basis report their activities to JS (WTO) on the prescribed format.
- Ministry of Commerce reserves the right to re-call any officer without mentioning any reasons at any time before expiry of the tenure.

