

No. 5(13)/2018-MoC  
Ministry of Commerce  
Government of Pakistan  
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Islamabad the, 19<sup>th</sup> February, 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 the earlier letters of even number dated 22<sup>nd</sup> December 2023 & 9<sup>th</sup> January 2024, the criteria of selection for the subject post has been revised.

2. Applications alongwith detailed CVs are **once again** invited for selection for two (02) positions of Legal Affairs Officers (LAO) in Geneva (Switzerland) from BS-17/18 officers of the CTG currently posted in Ministry of Commerce or Trade Development Authority.

4. 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.

5. All eligible 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 08-03-2024**. 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. Secretary, Trade Development Authority of Pakistan, Karachi.
2. All Officers of CTG (BS 17/18), Ministry of Commerce, Islamabad & Trade Development Authority of Pakistan.
3. Section Officer (CTG), 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**  
**FOR**  
**SELECTION OF LEGAL AFFAIRS OFFICER (LAO)**  
**WTO LEGAL AFFAIRS PROGRAMME**  
**PERMANENT MISSION OF PAKISTAN TO THE WTO, GENEVA**  
**(SWITZERLAND)**

- All Officers of Commerce & Trade Group (CTG) in BS 17/18 holding a Degree in Law and serving in the Ministry of Commerce or Trade Development Authority of Pakistan (TDAP).
- A minimum of 3 years' service after completion of Specialized Training Program at Pakistan Institute of Trade Development.
- Must have served at least two years in MoC or its Attached Departments.
- Officers who have already served as LAO or have undertaken any training/ internship (more than 06 months) at WTO will not be eligible to apply.
- Officers in promotion zone will not be eligible to apply.
- The applicant must be well versed in International trade matters, global trade, WTO agreements and multilateral trading systems.
- 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.
- The applicant must have excellent written, spoken communication and interpersonal skills especially in English language and must be proficient in IT and the use of latest IT tools.
- The officer must be able to meet strict timelines and be able to respond to exigencies in diplomatic matters.
- On completion of the posting tenure as LAO, the Officer will have to serve in the WTO Wing, MoC for a period of one year.

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### **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.

