

No.5(14)2018-MoC
GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE & TEXTILE
(COMMERCE DIVISION)

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Islamabad the 1st March, 2018

CIRCULAR

Subject: **NOMINATION FOR POSTING OF DIRECTOR TRADE (ECO) TEHRAN**

The Secretariat Economic Cooperation Organization (ECO) vide their letter No.ADM/PER/2018/270, dated 25.02.2018 has invited nomination for the post of Director Trade (ECO) Tehran. Job description and requisite qualification of the post is enclosed.

2. The interested Officers of Commerce and Trade Group fulfilling the criteria for the subject post may send their nomination to the undersigned by 06.03.2018.

3. The System Network Administrator is requested to upload the same on the Commerce Division's Website for information of the Officers.


(Moazzam Ali Haider)
Deputy Director (MoC)

Mr. Aamir Sharif,
Data Network Administrator,
Commerce Division,
Islamabad.



Economic Cooperation Organization
ECO

No: ADM/PER/2018/270

Priority: Normal

Date: 25/2/2018

Attachment: Yes

The Secretariat of the Economic Cooperation Organization presents its compliments to the Ministry of Foreign Affairs of the Islamic Republic of Iran and the esteemed Embassies of the ECO Member States in Tehran and has the honour to state that the post of Director for Trade would fall vacant in the ECO Secretariat on completion of term of appointment by Incumbent Mr. Muhammad Adnan (Pakistani National – of Trade & Commerce Group) on 17-11-2018.

The tenure for the post of Director (Category-I, D2) is three years from the date of joining the Secretariat by the selected candidate. The job description and requisite qualification for the post is enclosed.

The Member States are requested to kindly forward nominations (having experience in the fields of commerce and trade) against the indicated post along with CV of the nominee. Upon receipt of nomination, the selection of candidate would be processed for approval of the Council of Permanent Representatives as per provisions contained in the ECO Staff Regulation.

The Secretariat of the Economic Cooperation Organization avails itself of this opportunity to renew to the Ministry of Foreign Affairs of the Islamic Republic of Iran and the Embassies of the ECO Member States in Tehran, the assurances of its highest consideration.



All ECO Member States, Tehran

ECO Secretariat - No. T. Golbou Alley, Kamranieh, Tehran, Iran - Postal Code: 19519 33114 - P.O.Box: 14155-6176

Tel: +98 (21) 22831733-4 Fax: +98 (21) 22831732 Email: registry@eco.int Website: <http://www.eco.int>



Be green. Print wisely.

ECO Secretariat

Title of the Post: Director (Trade and Investment)

Grade of the Post: Category I, D-2

Job Description:

1. Responsible for the development, implementation and administration of trade and investment policies and programs
2. Cooperation with the relevant authorities/international or multinational organizations/agencies
3. Exploring possibilities for reducing Tariffs and non-tariff barriers (NTBs) in the ECO region
4. Meeting the goals of the programs related to transit trade, customs, trade and investment information networking etc.
5. Provide management to staff and others through consultation, supervision and liaison activities to increase the effectiveness of the directorate
6. Exploring possibilities for promoting trade and investment within the region
7. Identifying sectoral activities or actions for his/her area of responsibility and propose it to the respective Deputy Secretary General for any necessary action he/she deems fir in the light of the overall ECO objectives.
8. Preparation of an up to date computer presentation to the Secretary General on the activities of the Directorate as and when directed
9. Representing the Secretariat at International meetings, conferencing etc relevant to the work of the Directorate.
10. Preparations of the activities envisaged in the calendar of events.

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.
3. Excellent supervisory, organizational and training skills.
4. Skill in program development and execution.
5. Skill in coordinating activities, evaluating data and establishing priorities.
6. Considering the relative costs and benefits of potential actions to choose the most appropriate one.
7. Excellent communication and presentation skills.

Experience Requirement:

1. 10 years professional work with government and or private sector academia and international / Multinational Organizations relating to trade and commerce.
2. Substantive managerial skills, wide international / Multinational exposure.