

**Government of Pakistan
Ministry of Foreign Affairs
Islamabad**

No. Estt (III)-58/3/2018

31st August, 2018

OFFICE MEMORANDUM

Subject: **DEPUTATION OF PROGRAMME OFFICER FOR DRUGS AND ORGANIZED CRIME UNIT (CATEGORY-III, P-3), ECO SECRETARIAT, TEHRAN.**

The undersigned is directed to state that ECO (Tehran) has invited a nomination of Civil Servant of Federal or Provincial Government for the post of Programme Officer for Drugs and Crime Control Unit (DOCCU), (Category-III, P3) with the following criteria/details:-

i. Job Description

Programme Officer will work under the supervision of Deputy Secretary General (Admn, HRSD & EME) and is expected to perform, interalia, the following duties:-

- i. Analyze the data to be received from the member states on drug control matters and prepare regular reports on the drug situation in the ECO region for distribution among member states.
- ii. Periodically update the Drugs and Organized Crime Control Unit's databank using information obtained and generated by it.
- iii. Mapping the legal and judicial structure in the region and tendencies, trafficking, HIV/AIDS spread, drug abuse situation, illicit cultivation/wild growth of narcotic plants, etc.
- iv. Prepare progress report on the activities of DOCCU, keeping in view the ECO Plan of Action on Drug Control.
- v. Assist in organizing meetings, training workshops, study tours etc of national drug control coordinators.
- vi. Prepare Expert reports to attract the donor agencies and countries interests and funds to the DOCCU.
- vii. Will have close contact/liaison with the relevant international/regional organizations in the field of drug control and the possible donor organizations and countries for their technical and financial assistance.
- viii. Similar complete details of the duties shall be provided to the selected candidate in due course.

ii. Skills and Qualification

- i. Minimum Bachelor's Degree in area of relevant to the respective position.
- ii. Knowledge of computer particularly MS Word
- iii. Strong command of English language both written and spoken.
- iv. Must have highly developed analytical skills and ability to perform work as indicated in the job description.
- v. Strong interpersonal skills.

iii. Experience Requirement

The candidate must have at least five (5) years professional work experience in the relevant field with Government, International/Multinational organizations or regional organizations especially well versed with drug control activities.

iv. Tenure of Post:

04 years from the date of joining

v. Salary Package:-

US\$4,277/-(Non-Residents) and US\$4,011/-(Residents)

vi. Age:-

Less than 45 years on 30th June 2018.

2. In light of new deputation policy in International organizations titled "Civil Servants (Service in International Organizations) Rules, 2016" issued by Establishment Division, a written MCQ's test shall be conducted by Open Testing Service (OTS), Pakistan. Topics of MCQs (100 marks) are attached (Annex-A). All interested candidates may apply directly on Open Testing Service (OTS) website www.ots.org.pk by 22nd September 2018 after depositing test fee of Rs.100/- by downloading the online form available on OTS website in prescribed banks. Date of the written test shall be communicated by OTS on its website and to the candidates later on. The candidates who pass the written test shall be required to produce departmental NOC at the time of interview. Interview of all those candidates who score 60 or above marks in written test shall be conducted by the Special Selection Board (SSB) headed by Secretary, Cabinet Division. All civil servants of Federal and Provincial Governments. AJK and GB are only eligible to apply. Candidates from Private Sector, Autonomous/semi autonomous/corporations etc. are not eligible to apply for the post. Any complaint about leakage of paper or illegal favour to a candidate etc. may be conveyed to the undersigned.

3. It is requested to circulate the details of the post of Programme Officer for drugs and crime control unit at ECO Secretariat, Tehran to all Ministries/Divisions/Provincial Governments/AJK and Gilgit Baltistan etc.



(Hasan Zaigham)

Director (HR(I))

051-9224009

051-9207721

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Joint Secretary (Training),
Establishment Division, Islamabad
Copy to:-

i. All Federal Secretaries/Additional Secretaries Incharge of Ministries/Divisions, Islamabad/Rawalpindi with the request to circulate within the Ministry/Division and also to attached/subordinate Departments.

ii. The Chief Secretaries of Government of Punjab /Sindh /Baluchistan/ KP/ AJK /GB with the request to circulate to all concerned Ministries/Divisions/Departments.

iii. Director (Org & CP), Ministry of Foreign Affairs, Islamabad with the request to circulate to all officers of the Ministry.