

No. 5(13)/2018-MoC
GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

Islamabad the May 25, 2021

CIRCULAR

Subject: **PROPOSAL FOR CAPACITY-BUILDING: WTO LAW AND DISPUTE SETTLEMENT MECHANISM – “MOC-WTO LEGAL AFFAIRS PROGRAMME”**

Applications alongwith detailed CVs are invited for selection 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.

2. The selection will be made on the basis of eligibility criteria (**Annex**). The selection process and job assignments/ responsibilities of the subject program are available on Commerce Division's website.

3. 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 tods.moc@gmail.com by **04.06.2021** positively. A hard copy of the application (through proper channel) may be sent by surface mail within 05 working days after the date of closing of online submission.

Encl: **As above**


(Abeera Dilawar)
Section Officer (TO-II)

1. All Officers of CTG posted in Ministry of Commerce/TDAP

2. Network Administrator, M/o Commerce with the request to upload the same on MoC website.

Copy to:

Secretary, TDAP with the request to circulate in TDAP Headquarter/Regional Offices.

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 5,000/- 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.

