

**GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE**

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No.4 (5)2020-HR-I

Islamabad, the 9<sup>th</sup> June, 2021

**CIRCULAR**

**SUBJECT: - APPOINTMENT OF THE SECRETARY GENERAL TO THE COLOMBO PLAN SECRETARIAT, COLOMBO.**

Please find enclosed herewith a copy of self-explanatory letter No. 4(15)/PTA/CP/2020-21 dated 03-06-2021 received from Ministry of Economic Affairs, on the above mention subject for placing on the website of the Ministry of Commerce, for information, of the officers.

2. The interested officers, who, fulfills the required criteria may send their nomination, along with necessary documents to HR-I Section, **by 17-06-2021 positively.**

Encl: **As above**



**(Muhammad Imtiaz)  
Deputy Director (HR-I)**

Database Administration  
Ministry of Commerce  
**Islamabad**

**GOVERNMENT OF PAKISTAN  
MINISTRY OF ECONOMIC AFFAIRS  
(ECONOMIC AFFAIRS DIVISION)**

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No. 4 (15)PTAP/CP/2020-21

Islamabad, June 3, 2021

**OFFICE MEMORANDUM**

**Subject: APPOINTMENT OF THE SECRETARY GENERAL TO THE COLOMBO PLAN SECRETARIAT, COLOMBO**

The undersigned is directed to refer to Colombo Plan's letter No. CP/SEC/2017/01 dated May 17, 2021 and to say that the Colombo Plan has invited nomination of a suitable candidate for the post of Secretary General, Colombo Plan. The details are as under:

**A. Criteria for the subject Post:**

- 1) Minimum 20 years of professional experience in government, regional or international organizations or in the private sector.
- 2) Strong analytical ability, exceptional communication skills and excellent command of written and spoken English.
- 3) Applicants should possess senior management experience and demonstrated track record in strategic thinking.
- 4) Capability for project design & implementation and an ability to develop strategic plans & achieve results.
- 5) Outstanding Leadership skills at operational and policy making levels, coupled with excellent diplomatic and interpersonal skills.
- 6) Superior level of education (PhD will be an asset but not a pre-requisite) with experience in working in a broad spectrum of economic development & Social issues.
- 7) Sound knowledge of the economic and social development processes in member countries of the Colombo Plan and critical insights into global economic & technological trends are essential.
- 8) Any Publications or published articles in the relevant field would be useful.
- 9) Physically fit and energetic.


**B. Tenure, Salary & Privileges Etc. for the subject post are as under:**

- Duration: 04 years (not extendable)
- Annual Salary: US\$ 84,000 (Tax free)
- Free Accommodation, home leave, education grant & medical benefits.

**C. Required documents:**

- Curriculum Vitae (C.V)
- Medical fitness certificate.

2. It is requested to kindly submit suitable nomination duly approved by the competent authority along with necessary documents to Economic Affairs Division for the subject post till June 25, 2021.

  
Syed Hammad Hassan  
Section Officer (PTAP)

P.T.O

- 1) Joint Secretary (Admin), Prime Minister's Secretariat, Islamabad.
- 2) Director (Admin), President Secretariat, Islamabad.
- 3) Joint Secretary (Admin), Aviation Division, Islamabad.
- 4) Joint Secretary (Admin), Cabinet Division, Islamabad.
- 5) Joint Secretary (Training), Establishment Division, Islamabad.
- 6) Joint Secretary (Admin), National Security Division, Islamabad.
- 7) Joint Secretary (Admin), Poverty Alleviation & Social Safety Division, Islamabad.
- 8) Joint Secretary (Admin), Ministry of Climate Change, Islamabad.
- 9) Joint Secretary (Admin), Ministry of Commerce, Islamabad.
- 10) Joint Secretary (Admin), Ministry of Communications, Islamabad.
- 11) Joint Secretary (Admin), Ministry of Defence, Islamabad.
- 12) Joint Secretary (Admin), Ministry of Defence Production, Islamabad.
- 13) Joint Secretary (Admin), Ministry of Economic Affairs, Islamabad.
- 14) Joint Secretary (Admin), Ministry of Energy, Islamabad.
- 15) Joint Secretary (Admin), Power Division, Islamabad.
- 16) Joint Secretary (Admin), Petroleum Division, Islamabad.
- 17) Joint Secretary (Admin), Ministry of Federal Education, Professional Training, National Heritage & Culture, Islamabad.
- 18) Joint Secretary (Admin), National Heritage & Culture Division, Islamabad.
- 19) Joint Secretary (Admin), Finance Division, Islamabad.
- 20) Joint Secretary (Admin), Revenue Division, Islamabad.
- 21) Director General (Personnel), Ministry of Foreign Affairs, Islamabad.
- 22) Joint Secretary (Admin), Ministry of Housing & Works, Islamabad.
- 23) Joint Secretary (Admin), Ministry of Human Rights, Islamabad.
- 24) Joint Secretary (Admin), Ministry of Industries and Production, Islamabad.
- 25) Joint Secretary (Admin), Ministry of Information, Broadcasting, Islamabad.
- 26) Joint Secretary (Admin), Ministry of Information Technology and Telecommunication, Islamabad.
- 27) Joint Secretary (Admin), Ministry of Interior, Islamabad.
- 28) Joint Secretary (Admin), Ministry of Inter Provincial Coordination, Islamabad.
- 29) Joint Secretary (Admin), Ministry of Kashmir Affairs and Gilgit Baltistan, Islamabad.
- 30) Joint Secretary (Admin), Ministry of Law & Justice, Islamabad.
- 31) Joint Secretary (Admin), Ministry of Maritime Affairs, Islamabad.
- 32) Joint Secretary (Admin), Ministry of Narcotics Control, Islamabad.
- 33) Joint Secretary (Admin), Ministry of National Food Security and Research, Islamabad.
- 34) Joint Secretary (Admin), Ministry of National Health Services, Regulations and Coordination, Islamabad.
- 35) Joint Secretary (Admin), Ministry of Overseas Pakistanis and Human Resource Development, Islamabad.
- 36) Joint Secretary (Admin), Ministry of Parliamentary Affairs, Islamabad.
- 37) Joint Secretary (Admin), Ministry of Planning and Development, Islamabad.
- 38) Joint Secretary (Admin), Ministry of Privatization, Islamabad.
- 39) Joint Secretary (Admin), Ministry of Railways, Islamabad.
- 40) Joint Secretary (Admin), Ministry of Religious Affairs and Inter Faith Harmony, Islamabad.
- 41) Joint Secretary (Admin), Ministry of Science and Technology, Islamabad.

- 42) Joint Secretary (Admin), Ministry of States and Frontier Regions, Islamabad.
- 43) Joint Secretary (Admin), Ministry of Water Resources, Islamabad.
- 44) Chairman P&D Board, Govt. of the Punjab, Lahore.
- 45) Additional Chief Secretary, P&D Deptt, Govt. of the Sindh, Karachi.
- 46) Additional Chief Secretary, P&D Deptt, Govt. of Balochistan, Quetta.
- 47) Additional Chief Secretary P&D Deptt, Govt. of Khyber PaktunKhwa, Peshawar.
- 48) Additional Chief Secretary P&D Deptt, Govt. of (AJ&K), Muzaffarabad.
- 49) Secretary P&D Deptt, Govt. of Gilgit Baltistan, Gilgit.
- 50) Additional Chief Secretary FATA. FATA Secretariat, Peshawar.

CC:

- i) The Manager Computer Center, EAD, Islamabad
- .i) The Secretary (FTC), EAD, Islamabad.