

MOST IMMEDIATE

No. 2(3)2016-HR&CP
Government of Pakistan
Ministry of Commerce

Islamabad the 21st December, 2016.


CIRCULAR

Sub: - APPOINTMENT OF DEPUTY PERMANENT DELEGATE(BS-19)OF
PAKISTAN TO UNESCO, PARIS.

Ministry of Federal Education and Professional Training has invited nomination for the subject post vides their Office Memorandum No. 8(4)2015-DPD-E-III dated 16th December, 2016.

2. Eligibility criteria and job descriptions are given on invitation letter available on the website of this Ministry.

3. Nomination may reach this section latest by 26th December, 2016.


(Asma Khattak)
Deputy Director (MoC)

Government of Pakistan
Ministry of Federal Education and Professional Training

No. 8(4)/2015-DPD-E-III

Islamabad, the 16th December, 2016

OFFICE MEMORANDIUM

Subject: - APPOINTMENT OF DEPUTY PERMANENT DELEGATE (BS-19) OF PAKISTAN TO UNESCO, PARIS.

The undersigned is directed to refer to the subject cited above and to state that this Ministry is in process of selection of a panel of suitable officers for appointment as Deputy Permanent Delegate (BS-19) of Pakistan to UNESCO, Paris. The candidates in BS-19 having the following academic qualification/experience are eligible for appointment:

- i) Academic Qualification:
At least second class Master's degree in International Relations, Education, Science, Social Sciences or English. A higher degree from a recognized foreign University will be preferred.
- ii) Experience:
 - a. At least three years' experience of working in/dealing with an international organization, UNESCO experience will be given preference.
 - b. At least 05 years' experience in the administration / secretariat work.
 - c. At least two years' experience in the Education sector.
 - d. Excellence in spoken and written English, Proficiency / knowledge of French will be an asset.

2. The Officers having following characteristics may not be nominated:
 - i) Officers likely to be promoted in next two years.
 - ii) Officers likely to be retired from service within next four years.
 - iii) Officers already availed posting in Pakistan Missions abroad.
 - iv) Officers against whom disciplinary proceedings are under process/pending.

3. The appointment will be made for period of three years w.e.f. 6th September 2017 or as the Government may deem appropriate. The Government may however, revert the officer to his parent Department or to the service to which he belongs before the expiry of the period of tenure. The job description of the post of Deputy Permanent Delegate (DPD) (BS-19) UNESCO is enclosed.

4. It is requested that applications of most suitable officers in BS-19, possessing / fulfilling above mentioned criteria may be sent to this Ministry by 31st December 2016 along-with following documents/information;

- (i). Prescribed proforma duly filled in along with Bio-data.
- (ii). Spare-ability certificate.
- (iii). Experience certificate.
- (iv). Synopsis of ACRs for the last 05-years.
- (v). Attested copy of highest Degree last attained.

5. The selection process will be carried out in accordance with the policy guidelines for foreign appointments and postings issued by the Establishment Division vide O.M No.4/3/2016-T-IV dated 16.02.2016.

Enclosure: As above.


(Ghulam Murtaza)
Section Officer (E-III)
051-9103956

Distributions:

1. The President Secretariat, Aiwan-e-Sadr, Islamabad.
2. The Prime Minister's Secretariat (Public), Prime Minister Office, Islamabad.
3. The Secretary, Aviation Division, Islamabad.
4. The Secretary, Cabinet Division, Cabinet Secretariat, Cabinet Block, Islamabad.
5. The Secretary, Capital Administration and Development Division, D-Block, Pak-Secretariat, Islamabad.
6. The Secretary, Establishment Division, Cabinet Block, Islamabad.
7. The Secretary, National Security Division, Islamabad.
8. The Secretary, Ministry of Climate Change, Islamabad.
9. The Secretary, Ministry of Commerce, Islamabad.
10. The Secretary, Ministry of Communications, Islamabad.
11. The Secretary, Ministry of Defence, Islamabad.
12. The Secretary, Ministry of Defence Production, Islamabad.
13. The Secretary, Finance Division, Q-Block Pak-Secretariat, Islamabad.
14. The Secretary, Economic Affairs Division, C-Block Pak-Secretariat, Islamabad.
15. The Secretary, Revenue Division, Islamabad.
16. The Secretary, Statistics Division, Islamabad.
17. The Secretary, Privatization Division, Islamabad.
18. The Secretary, Ministry of Foreign Affairs, Islamabad.
19. The Secretary, Ministry of Housing & Works, Islamabad.
20. The Secretary, Ministry of Human Rights, Islamabad.
21. The Secretary, Ministry of Industries and Production, Islamabad.
22. The Secretary, Information & Broadcasting Division, Islamabad.
23. The Secretary, National History and Literary Heritage Division, Islamabad.
24. The Secretary, Ministry of Information Technology and Telecommunication, Islamabad.
25. The Secretary, Interior Division, R-Block Pak-Secretariat, Islamabad.
26. The Secretary, Narcotics Control Division, Islamabad.
27. The Secretary, Ministry of Inter-Provincial Coordination, Islamabad.
28. The Secretary, Ministry of Kashmir Affairs & Gilgit Baltistan, Islamabad.
29. The Secretary, Ministry of Law & Justice, S-Block, Pak-Secretariat, Islamabad.
30. The Secretary, Ministry of National Food Security and Research, Islamabad.
31. The Secretary, Ministry of National Health Services, Regulations and Coordination, Islamabad
32. The Secretary, Ministry of Overseas Pakistanis and Human Resource Development, Islamabad.
33. The Secretary, Ministry of Parliamentary Affairs, Islamabad.
34. The Secretary, Ministry of Petroleum & Natural Resources, Islamabad.
35. The Secretary, Ministry of Planning, Development and Reform, Islamabad.
36. The Secretary, Ministry of Ports and Shipping, Islamabad.
37. The Secretary, Ministry of Railways, Islamabad.
38. The Secretary, Ministry of Religious Affairs and Interfaith Harmony, Islamabad.
39. The Secretary, Ministry of Science and Technology, Islamabad.
40. The Secretary, Ministry of States and Frontier Regions, Islamabad.
41. The Secretary, Ministry of Textile Industry, Islamabad.
42. The Secretary, Ministry of Water & Power, Islamabad.

JOB DESCRIPTION OF DEPUTY PERMANENT DELEGATE (DPD) TO UNESCO.

The Deputy Permanent Delegate is responsible for:

- (i). Liaising with the UNESCO Secretariat, Field Offices and affiliated organizations for obtaining information about their proposed programmes/ activities during the year and information the Pakistan National Commission for UNESCO in advance for Pakistan effective participation.
- (ii). Coordinating and assisting the members of Pakistan Delegation to UNESCO, General Conference and participants in other UNESCO activities, by providing professional and material support for their effective contribution and participation.
- (iii). Assisting the Secretary General, Pakistan National Commission for UNESCO, in the preparation of brief for the Pakistan delegation to the UNESCO biennial General Conference, International Conference on Education, Regional Conference of Education, Ministers of Education and those responsible for Economic Planning and other international/ regional meetings/ conferences.
- (iv). Covering the proceedings and work of UNESCO's General Conference and Executive Board including matters between the sessions. Preparing and analytical brief for Pakistan's Executive Board Member on all issues and matters which fall within the purview of the Executive Board mandate.
- (v). Assisting the Secretary General Pakistan National Commission for UNESCO (PNCU) in obtaining for Pakistan the technical support of UNESCO which helps in attaining the objectives of our national programmes.
- (vi). Taking care of predation, production and dissemination, on a regular basis or as the occasion demands of information material on UNESCO Projects, programmes etc. intended for the member States.
- (vii). Assisting the National Commission in establishing a satisfactory coordination with the Secretariat of UNESCO, its information services and other related agencies and organizations of the United Nations System.
- (viii). Liaison with the Permanent Delegations of the member States based at UNESCO Headquarters and participation in the meetings of the geographical groups namely Group of 77, Group of Non-aligned Countries, Group of Asia and the Pacific Member States at UNESCO Headquarters in order to project our point of view and safeguard our interest regarding our election to Executive Board, General Conference and Inter-Government Committees etc.
- (ix). Assisting the Secretary General, in the preparations for the visit of UNESCO officials and other delegations to Pakistan.
- (x). Develop plans for future UNESCO support in the implementation of our activities in various disciplines of education and other fields in order to activities the objectives spelled out in our education policy.
- (xi). Help to ensure coordination with educational bodies and institutions of the member States for exchanging material etc. for the development and promotion of programmes in education, science and technology etc.