

No. 2(8)/2016-HR&CP  
Government of Pakistan  
Ministry of Commerce



Islamabad, the 1<sup>st</sup> July, 2016.

C I R C U L A R

Subject:- ENHANCING SMEs SUPPORT CAPACITY THROUGH LEARNING QUALITY AND PRODUCTIVITY IMPROVEMENT (KAAIZEN) (B) FROM OCT 05.2016 TO NOVEMBER 03 .2016, TOKOYO JAPAN.

The Economic Affair Division has informed vide their OM No. 1(40) Japan -II /2016 dated 24-06-2016 that Japan International Cooperation Agency has offered one nomination of suitable officer for fully funded Training Course on the above subject. The aim of the course is to enhance the capacity of officials in the area of SMEs. Nomination Criteria is as under:-

- i) Be engaged in the promotion of SMs as officers of the government, chambers of commerce and Industry and other.
- ii) Have experience of SMEs support in the parent organization, especially support for SMEs on Improvement of their product quality and productivity (KAIZAN) in manufacturing field .
- iii) Be a graduate of university.
- iv) Be under 26-45 years of age.
- v) Have a competent command of spoken and written English which is equal to TOEFL iBT 100 or more.
- vi) Must be in good health both physically and mentally to participate in the program.

2. The information about the program can be downloaded from: the website: [www.jica.go.jp/pakistan/english/index.html](http://www.jica.go.jp/pakistan/english/index.html). Specimen of Surety Bond, Undertaking & FTC Performa may also be downloaded from the EAD's Website: [www.ead.gov.pk](http://www.ead.gov.pk) under "Foreign Trainings Forms".

3. It is, therefore, requested that nominations duly approved/endorsed by the respective heads of Wings may kindly be communicated to the undersigned latest by 11-07-2016 for onward submission to EAD. Islamabad.



(Ali Rasul)

Deputy Director (MOC)

Forwarded to:-

- i. All JSs/DGs/Chief Development Officer, Ministry of Commerce, Islamabad.
- ii. Director General, Pakistan Institute of Trade & Development, Islamabad.
- iii. Director General, Trade Dispute Resolution Organization (TDRO), Ministry of Commerce, Islamabad.
- iv. Director General (TO), Directorate General of Trade Organization (DGTO), Islamabad.

Government of Pakistan  
Ministry of Finance, Revenue, Economic Affairs, Statistics & Privatization  
(Economic Affairs Division)

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No 1(40) Japan-II/2016

Islamabad, the June 27, 2016

**OFFICE MEMORANDUM**

Subject: **ENHANCING SMEs SUPPORT CAPACITY THROUGH LEARNING QUALITY AND PRODUCTIVITY IMPROVEMENT (KAIZEN) (B) FROM OCT 05,2016 TO NOV 03,2016, TOKYO, JAPAN**

The undersigned is directed to state that the Japan International Cooperation Agency has offered fully funded training course scheduled to be held in Japan w.e.f 05-10-2016 to 03-11-16. All concerned Ministries/Departments are requested to send nominations of one (01) suitable officer who fulfill the following criteria to the undersigned by 15.07.2016 alongwith three (3) copies of prescribed JICA forms, surety bond and undertaking.

**Program Objectives:**

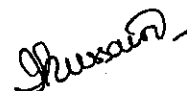
This program is designed for the officials in central/regional government organizations or chambers of commerce which support SMEs. The program aims to enhance the capacity of these officials by providing essential knowledge and key factors of quality management and productivity improvement (such as kaizen) for SMEs including HR management by examining successful Japanese cases. Participants are expected to plan and implement a feasible action plan

**Eligibility criteria:-**

The applicant should:

- Be engaged in the promotion of SMEs as officers of the government, chambers of commerce and Industry and other.
- Have experience of SMEs support in the parent organization, especially support for SMEs on Improvement of their product quality and productivity (KAIZAN) in manufacturing field.
- Be a graduate of university.
- Be under 26 - 45 years of age.
- Have a competent command of spoken and written English which is equal to TOEFL iBT 100 or more.
- Must be in good health both physically and mentally to participate in the program.
- Must not be serving any form of military service.

2. JICA Forms and specimen of surety bond, undertaking and FTC Proforma can be downloaded from EAD's Website [www.ead.gov.pk](http://www.ead.gov.pk) under "Foreign Trainings" link in "Forms" and also available on JICA Website [www.jica.go.jp/pakistan/english/index.html](http://www.jica.go.jp/pakistan/english/index.html)



(Imtiaz Hussain)  
Section Officer (Japan-II)  
Tele: 051-9206167

1. Secretary, Ministry of Industries, Production and Special Initiatives, Govt. of Pakistan, Islamabad.
2. Secretary, Ministry of Commerce, Government of Pakistan, Islamabad
3. Chairman, Board of Investment, Government of Pakistan, Islamabad.
4. Chairman, Planning & Development Board, Government of Punjab, Lahore.
5. Addl. Chief Secretary, Planning & Development Department, Government of Sindh, Karachi.
6. Addl. Chief Secretary, Planning & Development Department, Government of KPK, Peshawar.
7. Add. Chief Secretary, Planning and Development Department, Govt: of Balochistan Quetta.
8. Addl. Chief Secretary, Planning and Development Department, Govt. of Gilgit-Baltistan, Gilgit.
9. Additional Chief Secretary, P & D Department, Govt. of AJK, Muzaffarabad
10. Additional Chief Secretary, Planning & Development Department, FATA, Secretariat, Peshawar

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Copy with the request to send their nominations through their controlling Ministries /Divisions/ Departments.

11. Chief Executive Officer, Small and Medium Enterprises Development Authority (SMEDA), 6<sup>th</sup> Floor, LDA Plaza, Egerton Road, Lahore.
12. Chief Executive Officer (CEO), engineering Development Board (EDB), Constitution Avenue, Government of Pakistan, Islamabad
13. Secretary, Industries, Commerce and Investment Department, Government of the Punjab, Lahore
14. Secretary, Industries and Commerce Department, Government of Sindh, Karachi.
15. Secretary, Industries Commerce and Labour Department, Government of KPK, Peshawar.
16. Secretary, Industries and Commerce Department, Government of Balochistan, Quetta.

CC;

17. Director (Admn), President Secretariat (Public), Islamabad
18. Joint Secretary (Admn), Prime Minister's Office, Islamabad.
19. Joint Secretary (Training), Establishment Division, Islamabad.
20. Section Officer (UN-III), EAD.
- ✓ 21. System Analyst (Computer Center), EAD.