

**MOST IMMEDIATE**

No. 2(18)/2015-Admn-I  
Government of Pakistan  
Ministry of Commerce  
\*\*\*

Islamabad, the 7<sup>th</sup> July, 2015

Subject :- **POST OF DIRECTOR (TRADE & INVESTMENT, CATEGORY-I,D-II) AT  
ECONOMIC COOPERATION ORGANIZATION (ECO),SECRETARIAT,  
TEHRAN(IRAN):**

Please find enclosed a copy of O.M No. Estt (III)-58/2/2010, dated 01-07-2015 received from Ministry of Foreign Affairs, Islamabad on the subject captioned above.

2. Ministry of Foreign Affairs has invited the nominations <sup>of</sup> suitable officers for the post of Director (Trade & Investment, Category-I, D-II) fulfilling the required job description, educational qualification and experience as mentioned therein for the subject post.

3. Keeping in view the deadline for nominations, it is requested that nominations of suitable officers fulfilling the requisite criteria duly approved/endorsed by the respective heads of Wings may kindly be communicated alongwith their C.Vs to the undersigned today positively before closure of office hours for onwards submission to the Ministry of Foreign Affairs, Islamabad.

  
(Muhammad Faridoon)  
Section Officer (Admn-I)

**Forwarded to:-**

- i. All Officers of BS-19 & Above, Ministry of Commerce, Islamabad.
- ii. The System Network Administrator with the request to upload subject post on the Ministry's website on priority basis.

**MOST IMMEDIATE**  
**BY SPECIAL MESSENGER**

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

No. Estt (III)-58/2/2010

1<sup>st</sup> July, 2015

**OFFICE MEMORANDUM**

Subject: **POST OF DIRECTOR (TRADE AND INVESTMENT, CATEGORY-I, D-II) AT ECONOMIC COOPERATION ORGANIZATION (ECO), SECRETARIAT, TEHRAN (IRAN).**

In continuation of this Ministry's O.M. of even number dated 18<sup>th</sup> & 30<sup>th</sup> June, 2015 the details of requisite qualification and experience for the subject post, received from ECO Secretariat, Tehran (Iran) are hereby enclosed. Since, the deadline i.e. 07.07.2015 is around the corner, therefore, it is requested that C.Vs of two candidates (principal & alternate) may kindly be sent at the earliest.

2. The matter may kindly be treated most urgent, please.

**(Encl: as above)**

  
(Saifullah Khan)  
Assistant Director (Estt-III)

Mr. Muhammad Usman Ghani,  
Section Officer (Admn-I),  
Ministry of Commerce,  
Government of Pakistan,  
**Islamabad.**

✓ Copy to:

PS to the Secretary, Ministry of Commerce, Islamabad.

2428  
Dy. No. .... P.S (Admn-I)  
Date: 6-7-15

Correlate  
  
67

AS-II

Shm.  
2.7

31/w  
JS (P)

Dy No. 603/ J8 (Admn-I)  
Date: 3-7-15

P. No. 2508 A.S-II  
dated 2-7-15

5226  
2-7-15

*Enclosed*

**MOST IMMEDIATE**

**TNI-53**

*1/4*

**FAX MESSAGE**

From: Parep Tehran  
To: Foreign Islamabad  
No. ECO-7/3/2015/36  
Dated: 24 June 2015

**Director General (Personnel) from Counsellor (P)/DHM**  
Reptd to Director General (West Asia)

Subject: **Post of Director (Trade and Investment Category-I, D-II) at ECO Secretariat Tehran**

In continuation of this Mission's fax message No.ECO-7/3/2015/34 dated 8 June 2015.

2. Enclosed, please find copy of ECO Secretariat's note verbale No.ADM/PER/2015/878 dated 9 June 2015, informing that Mr. Hussain Haider, the present Director (T&I) is completing his term on 8 July 2015.

3. The Secretariat has requested for nomination of a new officer in place of Mr. Hussain Haider. The tenure of the post is three years from the date of joining. Details of requisite qualification and experience are attached.

4. Officials already working in the ECO Secretariat shall not be allowed to apply for this post. Ministry is requested to send CVs of only two candidates (Principal and Alternate) by 7 July 2015.

5. This issues with approval of the Ambassador.

Encl: as above

*Response signed*

*[Signature]*

(Muhammad Zeeshan Ahmed)  
Counsellor(P)/DHM

*24/6*

*DHM*



No. ADM/PER/2015/878

09 June 2015

The Secretariat of the Economic Cooperation Organization presents its compliments to the esteemed Ministry of Foreign Affairs of the Islamic Republic of Iran and the esteemed Embassies of ECO Member States in Tehran and has the honour to state that the following posts in the ECO Secretariat will fall vacant on completion of term of appointments by the incumbents:

1. Director for Trade and Investment (Category I, D2)

Mr. Hussain Haider (Pakistani national) will complete his term of appointment on 8 July 2015. The Secretariat vide NV No. No.ADM/PER/2015/68 dated 14 January 2015 raised the possibility for one year extension in his tenure. Response of the Government of the Islamic Republic of Pakistan is still awaited.

2. Chief Accountant (Category II, P3)

Mr. Farhad Najafzadeh Khoei (Iranian national) will complete his term of appointment on 31 July 2015.

3. Programme Officer for Trade and Investment (Category II, P3)

Mr. Mehmet Ali Saglam (Turkish national) will complete his term of appointment on 17 September 2015.

4. Programme Officer for Project & Economic Research and Statistics (Category II, P4)

Mr. Mohammad Hossein Amini (Iranian national) will complete his extended tenure of appointment on 26 September 2015.

The tenure for the Category I posts is three years and for Category II posts is four years from the date of joining the ECO Secretariat by the selected candidates.

The Member States are requested to kindly forward their nominations against each post, together with CVs. Details of the requisite qualifications and experiences are attached.

3/4

It may kindly be noted that upon receipt of nominations, the selection of candidates will be processed in accordance with ECO Staff Regulations for the approval of the CPR.

The Secretariat avails itself of this opportunity to renew to the esteemed Ministry and esteemed Embassies the assurances of its highest consideration.

Encl: As above



All ECO Member States



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## ECO Secretariat

**Title of the Post:** Director (Trade and Investment)

**Grade of the Post:** Category I, D-2

**Job Description:**

1. Responsible for the development, implementation and administration of trade and investment policies and programs
2. Cooperation with the relevant authorities/international or multinational organizations/agencies
3. Exploring possibilities for reducing Tariffs and non-tariff barriers (NTBs) in the ECO region
4. Meeting the goals of the programs related to transit trade, customs, trade and investment information networking etc.
5. Provide management to staff and others through consultation, supervision and liaison activities to increase the effectiveness of the directorate
6. Exploring possibilities for promoting trade and investment within the region
7. Identifying sectoral activities or actions for his/her area of responsibility and propose it to the respective Deputy Secretary General for any necessary action he/she deems fit in the light of the overall ECO objectives.
8. Preparation of an up to date computer presentation to the Secretary General on the activities of the Directorate as and when directed
9. Representing the Secretariat at International meetings, conferencing etc relevant to the work of the Directorate.
10. Preparations of the activities envisaged in the calendar of events.

**Skills and Qualifications:**

1. Minimum Bachelor's Degree. Preferably Masters in Economics, International Trade, Business Administration or Finance or Development Economics.
2. Strong command of English language both written and spoken.
3. Excellent supervisory, organizational and training skills.
4. Skill in program development and execution.
5. Skill in coordinating activities, evaluating data and establishing priorities.
6. Considering the relative costs and benefits of potential actions to choose the most appropriate one.
7. Excellent communication and presentation skills.

**Experience Requirement:**

1. 10 years professional work with government and or private sector academia and international/Multinational Organizations.
2. Substantive managerial skills, wide international/Multinational exposure.