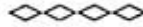


No. 2(17)/2011-Admn-I
Government of Pakistan
Ministry of Commerce



Islamabad , the 7th August, 2014

C I R C U L A R

Subject:- **NOMINATION FOR THE NEXT DIRECTOR GENERAL OF SOUTH ASIA CO-OPERATIVE ENVIRONMENT PROGRAMME (DG-SACEP) FROM GOVERNMENT OF PAKISTAN:**

Forwarded with a copy of circular No.6(1)/2014/SACEP/CC-I dated 23-07-2014 regarding nomination for the next Director General of South Asia Cooperative Environment Programme(DG-SACEP). The post will be held by Sri Lanka till April, 2015.

2. The officers of this Ministry fulfilling the conditions as mentioned in Para-3(sub para-B(a-g)) are requested to please send their nominations **along with their detailed Bio-data, Educational certificates and CNIC** duly approved/recommended by their respective officers to this Section latest by **11-08-2014** for onward submission to Cabinet Secretariat.



(Muhammad Suleman Mahsud)
Section Officer (Admn-I)

GOVERNMENT OF PAKISTAN
(Cabinet Secretariat)
Climate Change Division
(LG&RD Complex, Sector G-5/2)

CIRCULAR

F.No. 6(01)/2014/SACEP/CC-I

Islamabad, the 23rd July 2014

SUBJECT: NOMINATION FOR THE NEXT DIRECTOR GENERAL OF SOUTH ASIA CO-OPERATIVE ENVIRONMENT PROGRAMME (DG-SACEP) FROM GOVERNMENT OF PAKISTAN

Nominations of suitable Officers are invited for selection against the post of *Director General* South Asia Cooperative Environment Programme (DG-SACEP).

2. South Asia Co-operative Environment Programme (SACEP) is an inter-governmental organization, established in 1982 by the governments of South Asia to promote and support protection, management and enhancement of the environment in the region SACEP member countries are Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka. The post of DG-SACEP is filled from the member states on rotational and merit basis for a period of three years. Presently the post is held by Sri Lanka till April 2015.

Job description and required qualifications for the post are as follows:

A. JOB DESCRIPTION:

(i) The Director General, SACEP will be the head of the organization and provide leadership in the efficient and effective functioning of the organization and fulfillment of its mandate as contained in the Declaration and Articles of Association of SACEP and the decisions of the Meetings of the Governing Councils and the Consultative Committee of SACEP.

(ii) In particular the incumbent will be responsible for:

- Overall administrative and financial control of the organization.
- Programme planning, budgeting and resource mobilization, including fund-raising and co-financing.
- Building and developing close relationships with the stakeholder bodies, including alliance partners and other organizations
- Performing other functions and responsibilities entrusted by the Governing Council and its Committees.
- Meeting the reporting requirements laid down by the Governing Council and the Consultative Committee.

B. QUALIFICATIONS:

- a) He / She should have an Advanced University Degree (Ph.D or Post Graduate qualification) in a relevant discipline (Social Science Natural Sciences Planning, Engineering Law, Business Management Environmental Management Environmental Economics)
- b) 15 years of professional experience of which at least 10 years be at a senior level with demonstrated planning, managerial and leadership capabilities and sound knowledge of environmental and sustainable development issues at the national regional and global levels
- c) Proven skill in identifying formulating planning operating and monitoring environmental programmes knowledge and experience at the procedures adopted by the UN Agencies and other technical or financial assistance agencies.
- d) Excellent communication skills
- e) Good interpersonal skills and the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity
- f) Age 40-55 years.
- g) It would also be desirable for the Director General to have an established and good working relationship with governments of SACEP member and non-member countries, international and regional bodies, aide agencies relevant non-government organizations, senior management in private sector, corporations, companies and foundations etc.


4. As per policy of the Government of Pakistan, the selectee government servant shall be invariably treated as; "on deputation" for the period of assignment, after obtaining clearance of the Special Selection Board and approval of the competent authority (Chief Executive for Officer in BS-19 and above; Establishment Secretary for Officers BS-17 & 18), with the following conditions:

- i. the deputation shall be made initially for a period equal to the approved tenure of appointment offered by the borrowing international agencies / foreign government(three years in this case);
- ii. Surety bond shall be executed by the concerned government servant, that he will revert to the parent government / department on completion of the approved tenure of deputation and in case of default he will render himself liable to Efficiency and Discipline proceedings for misconduct (un-authorized absence).
- iii. No government servant shall approach the international agency / foreign governments for seeking employment etc. directly;
- iv. The government servant proceeding on deputations, under the above referred policy guidelines, shall vacate the government allotted residential accommodation, as required extant rules.

5. All Ministries/Divisions/Departments/ Provincial Governments are required to send nominations of suitable officers to this Division, along with the following documents (in triplicate) latest by 15th August, 2014.

- i) C.V.
- ii) Duly attested copies of educational certificates & CNIC
- iii) A certificate to the effect that no disciplinary proceedings are pending /contemplated against the nominee.

6. Incomplete nominations and those received after 15th August 2014 shall not be entertained. In case of any query please contact the undersigned.


(Mazhar Hayat) 23/7/14
Section Officer (CC)
Ph: 051-9745631
mazhar_uos@yahoo.com

Distribution:

1. Secretary, Cabinet Division, Government of Pakistan, Islamabad
2. Secretary, Establishment Division, Government of Pakistan, Islamabad
3. Secretary, Climate Change Division, Government of Pakistan, Islamabad
4. Secretary, Capital Administration & Development Division, Government of Pakistan, Islamabad
5. Secretary, Aviation Division, Government of Pakistan, Islamabad
6. Secretary, Finance Division, Government of Pakistan, Islamabad
7. Secretary, Economic Affairs Division, Government of Pakistan, Islamabad
8. Secretary, Revenue Division / Chairman, FBR Government of Pakistan, Islamabad
9. Secretary, Statistics Division, Government of Pakistan, Islamabad
10. Secretary, Privatization Division, Government of Pakistan, Islamabad
11. Secretary, Planning and Development Division, Government of Pakistan, Islamabad
12. Secretary, Commerce Division, Government of Pakistan, Islamabad
13. Secretary, Textile Industry Division, Government of Pakistan, Islamabad
14. Secretary, Communications Division, Government of Pakistan, Islamabad
15. Secretary, Defence Division, Government of Pakistan, Rawalpindi
16. Secretary, Defence Production Division, Government of Pakistan, Rawalpindi
17. Secretary, Education, Trainings and Standards in Higher Education Division, Government of Pakistan, Islamabad
18. Secretary, Foreign Affairs Division, Government of Pakistan, Islamabad
19. Secretary, Housing & Works Division, Government of Pakistan, Islamabad
20. Secretary, Industries Division, Government of Pakistan, Islamabad
21. Secretary, Information, Broadcasting and Heritage Division, Government of Pakistan, Islamabad
22. Secretary, IT & Telecom Division, Government of Pakistan, Islamabad
23. Secretary, Inter Provincial Coordination Division, Government of Pakistan, Islamabad

24. Secretary, Interior Division, Government of Pakistan, Islamabad
25. Secretary, Narcotics Control Division, Government of Pakistan, Islamabad
26. Secretary, Kashmir Affairs and Gilgit Baltistan Division, Government of Pakistan, Islamabad
27. Secretary, Law, Justice and Human Rights Division, Government of Pakistan, Islamabad
28. Secretary, Overseas Pakistanis and Human Resource Development Division

29. Secretary, Petroleum & Natural Resources Division, Government of Pakistan, Islamabad
30. Secretary, Ports and Shipping Division, Government of Pakistan, Islamabad
31. Secretary, Railways Division, Government of Pakistan, Islamabad
32. Secretary, Religious Affairs and Inter-faith Harmony Division, Government of Pakistan, Islamabad
33. Secretary, Scientific & Technological Research Division, Government of Pakistan, Islamabad
34. Secretary, States and Frontier Regions Division, Government of Pakistan, Islamabad
35. Secretary, Water & Power Division, Government of Pakistan, Islamabad
36. Secretary, National Health Services Regulation and Coordination Division.
37. Secretary, National Food Security and Research Division., Government of Pakistan, Islamabad
38. Secretary, Parliamentary Affairs Division, Government of Pakistan, Islamabad
39. Chief Secretary, Government of the Punjab, Lahore.
40. Chief Secretary, Government of Sindh, Karachi
41. Chief Secretary, Government of Khyberpaktunkhwa, Peshawar
42. Chief Secretary, Government of Balochistan, Quetta
43. Chief Secretary, Government of Azad Jammu & Kashmir, Muzaffarabad
44. Chief Secretary, Government of Gilgit Baltistan, Gilgit

=====