Government of Pakistan
Ministry of Foreign Affairs
Islamabad

No. Estt (III)-58/5/2014 Dated: 13th January, 2020

OFFICE MEMORANDUM

Subject: **DEPUTATION OF AN OFFICER AS DEPUTY SECRETARY GENERAL (TRANSPORT & COMMUNICATIONS, PROJECT & ECONOMIC RESEARCH AND STATISTICS, AND CFU) (CATEGORY-I, D-3), ECO SECRETARIAT, TEHRAN.**

The undersigned is directed to state that ECO Secretariat, Tehran has invited nominations for the post of Deputy Secretary General (Transport & Communications, Project & Economic Research and Statistics, and CFU) (Category-I, D-3), with the following criteria:-

a. **Eligibility of Candidates:**

i. Only Civil Servants (as defined in Section 2-b of Civil Servants Act, 1973) are eligible to apply.

b. **Tenure of Post:**

i. The tenure of the post is 3 years renewable by another term of 3 years with the approval of the Council of Ministers.

c. **Age Limit:**

i. There is no age limit. However, the nominee should be able to serve for a full term of three years before attaining the age of superannuation, which is 60 for men and 55 for women.

d. **Qualification & Experience**

i. Minimum Bachelor's Degree. Preferably Ph.D./Masters in Economics, Business, Finance, or Development Administration with 17 years' experience with government and/or private sector, academia and international organizations; as well as substantive managerial skills and wide international exposure.

e. **Pay/Allowances, Emoluments & Grade/Scale of the post:**

i.	**Pay**	**US$ 5,022/-**
ii.	**Conveyance Allowance**	**US$ 532/-**
iii.	**House Rent Allowance**	**US$ 2728/-**
iv.	**Child Allowance;**	**US$ 80***
v.	****For first child 100% and for second and third child each 50%***	

f. **Language:**

i. Strong command of English Language both written and spoken.

g. **Responsibilities:**

i. Implementation of ECO aims and objectives in the fields of Transport and Communication, Project & Economic Research and Statistics.

ii. Effective liaison and coordination with United Nations and its Agencies and Regional Organizations in areas of his/her responsibility.

iii. In addition, any assignment/responsibility given by the Secretary General to promote ECO objectives.

Continue-P/2

Dy. No. 1039 DG(HRM)
Dated: 16-01-2020
Auditor General of Pakistan
15 JAN 2020
Dy. No. 5905

circulate it at once. 15/1/2020 DG/HRM

for immediate action, pl. 16/1 AO(HR-I)

h. **Job Description:**

For realization of his/her assignments, Deputy Secretary General will ensure:-

i. Implementation of Secretary General's instructions policies and decisions in the areas mentioned above.

ii. Provision of organizational support to the Secretary General to fulfill the objectives of the Organization.

iii. Guidance to staff members working under his/her supervision to ensure that they remain adequately motivated for prompt realization of the objectives of the Organization.

iv. Close coordination with ECO Specialized Agencies and Regional Institutions and, to the extent possible, provide them with required data, documentary materials and expert advisory support.

v. Follow-up actions with regard to policies and decisions of the ECO authorities and submit periodic reports to the Secretary General on the status of the ongoing projects.

vi. Close contacts with regional and international organizations dealing with Transport and Communication, Project & Economic Research and Statistics with United Nations and its Agencies, particularly those with which ECO enjoys cooperative close relations and ensures that ECO utilizes the benefits that may be reaped from the Memorandum of Understanding signed with each of them. Develop new contacts, wherever possible, under the direction and guidance of the Secretary General.

vii. Fresh policy inputs to Secretary General for future planning of ECO programs, in consultation with DSGs and the others.

viii. Close cooperative relationship with important officials of the host Governments in sectors of direct relevance to the areas of responsibility in ECO.

ix. Guidance to the staff in writing skills in English.

2. In light of the new deputation policy for International organizations titled "Civil Servants (Service in International Organizations) Rules, 2016" issued by Establishment Division, a written qualifying test shall be conducted by Open Testing Service (OTS), Pakistan. (Test syllabus/content is attached). All interested candidates shall apply directly on the website www.ots.org.pk of Open Testing Service (OTS) as soon as the link for the test is available. Date of the test shall be communicated by OTS on its website and to the candidates later on. The candidates who pass the written test shall be required to produce departmental NOC at the time of interview. Interview of all those candidates who score 60 or above marks in written test shall be conducted by the Special Selection Board (SSB) headed by Secretary, Cabinet Division.

(Asif Khan)
Director (P-I)

Distribution:

i. All Federal Government Ministries/Divisions/Departments
ii. Chief Secretaries of the Provincial Governments/AJK/GB
iii. Auditor General of Pakistan

Copy to:

Director (Org & CP), Ministry of Foreign Affairs, Islamabad with the request to circulate to all officers (BS-20 & 21) of the Ministry.

MOST IMMEDIATE

E-MAIL MESSAGE

TNI-106

From : Parep Tehran
To : Foreign Islamabad
No. : ECO-7/3/2019/37
Dated : 29th August, 2019

Director General (HR & CP) from Deputy Head of Mission
Reptd to Director General (CARs & ECO), AD (Estt-III)

Dy. No. ..... Dated: 30.8.2019

Subject: **Written Syllabus for the post of Deputy Secretary General (Transport & Communications, Project & Economic Research and Statistics, and CFU) ECO Tehran**

Kindly refer to Ministry's Fax Message No.Estt(III)-58/5/2014 dated 22nd August, 2019, on the subject mentioned above.

2. The syllabus of written test for the subject post may cover the following:-

Dy. No. ..... DG (HR&CP) Dated 30/8/19

- Working of Regional and International Organizations
- Diplomacy in the areas of Transport, Communication and Connectivity
- Economic Research and Statistics
- Business Finance
- Development Economics
- Managerial Skills and wide International Exposure
- Computer literacy particularly MS-Word, Power Point
- Fluent English language both written and spoken
- Analytical skills and ability to initiate, process, monitor and finalize the programs of the related meetings.
- Working of UN and Coordination with United Nations and its Agencies and Regional Organizations in areas of Transport, Communications and Connectivity

3. The Ministry is requested to kindly convey Pakistan's nominations (Principal and Alternate candidate) for the above post in ECO Secretariat, Tehran at the earliest.

(Mian Azmat Farooq)

n. a pl. Respectful Regards 30/8

Please process 30/8

Dir (P-I)

AD (Estt-III)

ECO Secretariat

Title of the Post: Deputy Secretary General
(Transport and Communication, Project & Economic Research and Statistics)

Grade of the Post: Category I, D-3

Responsible for:

- Implementation of ECO aims and objectives in the fields of Transport and Communication, Project & Economic Research and Statistics).
- Effective liaison and coordination with United Nations and its Agencies and Regional Organizations in areas of his/her responsibility.
- In addition, any assignment/responsibility given by the Secretary General to promote ECO objectives.

Job Description:

For realization of his/her assignments, Deputy Secretary General will ensure:

1. Implementation of Secretary General's instructions policies and decisions in the areas mentioned above.
2. Provision of organizational support to the Secretary General to fulfill the objectives of the Organization.
3. Guidance to staff members working under his/her supervision to ensure that they remain adequately motivated for prompt realization of the objectives of the Organization.
4. Close coordination with ECO Specialized Agencies and Regional Institutions and, to the extent possible, provide them with required data, documentary materials and expert advisory support.
5. Follow-up actions with regard to policies and decisions of the ECO authorities and submit periodic reports to the Secretary General on the status of the ongoing projects.
6. Close contact with regional and international organizations dealing with Transport and Communication, Project & Economic Research and Statistics with United Nations and its Agencies, particularly those with which ECO enjoys a cooperative

relations and ensure that ECO utilize the benefits they may be reaped from the Memorandum of Understanding signed with each of them. Develop new contacts, wherever possible, under the direction and guidance of the Secretary General.

7. Fresh policy inputs to Secretary General for future planning of ECO programs, in consultation with DSGs and the others.

8. Close cooperative relationship with important officials of the host Government in sectors of direct relevance to the areas of responsibility in ECO.

9. Guidance to the staff in writing skills in English.

Qualifications:

1. Minimum Bachelor's Degree. Preferably Ph.D./Masters in Economic or Business Finance, or Development Administration.

2. Strong command of English language both written and spoken.

Experience Requirement:

1. 7 years experience with government and/or private sector, academia and International Organizations.

2. Substantive managerial skills and wide international exposure.