

**NO. 2(17)/2011-ADMN-I
GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE**

Islamabad, the 21st February, 2014


CIRCULAR

Subject: SELECTION OF GOVERNMENT OFFICERS FOR POSTING AS COMMUNITY WELFARE ATTACHES (CWAS) IN PAKISTAN MISSIONS ABROAD:

A copy of Circular No.1(1)/2014-CWAs dated 14-02-2014 received from Ministry of Overseas Pakistani & Human Resource Development, Islamabad regarding "Selection of Government Officers for Posting as Community Welfare Attaches (CWAs) in Pakistan Missions Abroad" in the following 07(seven) Pakistani Missions:-

Sr.#	Pakistan Missions Abroad
i.	Jeddah
ii.	Athens
iii.	Seoul
iv.	Abu Dhabi
v.	Muscat
vi.	Riyadh
vii.	Dubai

The suitable/eligible officers in (BPS 17-19) of this Ministry fulfilling the eligibility criteria as mentioned in Para-2(sub-para(i-viii)) are requested to please forward their nominations duly approved/recommended by their respective senior officers to this Section latest by 03-03-2014 for onward submission to the concerned Ministry. The job description and format of HR-Data Form of the subject post is enclosed herewith.


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

- i. All BPS 17-19 Officers, Ministry of Commerce, Islamabad.
- ii. Copy to System/Network Administrator with the request to upload the subject post of Community Welfare Attaches at different missions on the Ministry's website.

GOVERNMENT OF PAKISTAN
MINISTRY OF OVERSEAS PAKISTANIS &
HUMAN RESOURCE DEVELOPMENT

No.1(1)/2014-CWAs

Islamabad, the 14th February, 2014.

CIRCULAR

Subject:- **SELECTION OF GOVERNMENT OFFICERS FOR POSTING AS COMMUNITY WELFARE ATTACHES (CWAs) IN PAKISTAN MISSIONS ABROAD.**

The Ministry of Overseas Pakistanis & Human Resource Development intends to make appointment as Community Welfare Attache from amongst Officers (BS 17-19) of Federal Government and Provincial Governments for posting abroad in the following Pakistan Missions:-

1.	Jeddah	2.	Athens	3.	Seoul	4.	Abu Dhabi
5.	Muscat	6.	Riyadh	7.	Dubai	xx	XXXXXXXXXX

2. The eligibility criteria of the Officer for selection/posting abroad is as under:-

- (i) The selectee fulfills the requirements of the post as detailed in the job description (copy attached).
- (ii) The selectee is in the same grade as the post to be filled. Officer from higher or lower grades will not be considered.
- (iii) The selectee has an overall good record of service particularly during the last five years of service.
- (iv) The selectee is atleast a graduate in Law/Public Administration/Political Science/Economics with five years experience in management field work or labour/manpower or possesses the technical qualification required for the job.
- (v) Officers within promotion zone during the next 2 years should not be considered.
- (vi) Those likely to retire during the next 3 years should also not be considered.
- (vii) Officer already posted abroad once would not be considered.
- (viii) Written test will be conducted by a well reputed institution.

3. Ministries/Divisions are requested to forward nominations of suitable candidates for the subject titled selection to this Ministry by **15th March, 2014.**

4. No TA/DA will be admissible for appearing for test / interview.

All Ministries/Divisions/Provincial Government and Government of Azad Jammu & Kashmir & Gilgil Balistan.

(Muhammad Ashraf Khan)
Section Officer (CWAs)

438 JS (Adminins)
 Dy No. 19-2-14
 Date: 19-2-14
 1058 A.S-1
 19-2-14
 Dy No. 19-2-14

Am.
19-2-14

SECY. OFFICE
19-2-14

AS circulate to all officers of BS 17 of the Ministry of C+T by 19/2/14
 Ms. Salma
 30/1/14
 30/1/14

JOB DESCRIPTION OF COMMUNITY WELFARE ATTACHES

A: EXPORT OF MANPOWER

1. Assessment of manpower situation in the country / areas of posting, employment impact of economic plans and current employment opportunities, categories of manpower in short supply and proposals for the promotion of employment of Pakistani manpower.
2. Collection, scrutiny analysis and processing of foreign employment market data and supply of relevant material.
3. Maintenance of liaison with foreign governments in matters of recruitment of Pakistanis in various categories. Also monitor the policies of the host countries for foreign workers and keep the Ministry / Bureau informed about.
4. Establish and maintain close contacts with the foreign firms who are in need of manpower for their ventures working in different countries.
5. Reporting to the government mal practices indulgence by the licensed overseas employment promoters.
6. Maintain register of attestation of power of attorney, demand letter, Foreign Service agreement and Sikka Wikala.
7. Confirmation of demand from the employer referred by Protector of Emigrants.
8. Reply inquiries of foreign employers regarding recruitment procedure, minimum wage rate of Pakistani manpower in different categories and list of OEPs.
9. Supply information about quotations for contracts, award of contracts with complete address; fax number, phone number of contractors and value of the project etc.
10. Motivating people to work for social and economic stability / national reconstruction through maximization of home remittances and home investment.
11. Creating an awareness among Pakistani workers of the benefits of remitting their hard-earned money through legal channels instead of unscrupulous individual.
12. Keeps the Ministry/Bureau informed of the current wage rate prevalent in the country of their posting.

B: WELFARE OF OVERSEAS PAKISTANIS

13. Study the given problems for formulating, suggestions, guidelines programs regarding typical issues.
14. Meeting Pakistani workers individually and collectively with a view to ascertain their problems.
15. Rendering help to resolve difficulties and disputes between the employers and the workers, recovery of dues compensation/social security refund and insurance etc.
16. Enforcement of terms and conditions in Foreign Service agreement of Pakistanis employed through OEPs and OEC.
17. Assisting Pakistani employees in securing the benefits of conditions of work and employment under local labour laws and ILO Conventions and Recommendations ratified by them.
18. Handling of cases of illegal emigrants and suggesting measures to curb illegal emigration.
19. Helping Pakistanis to initiate action, to organize/ conduct voluntary self-help programs.

FORMAT OF BIO-DATA FORM FOR SELECTION OF COMMUNITY WELFARE ATTACHE IN PAKISTAN MISSIONS ABROAD.

Name of Officer with Service Group BPS _____		Photo Attach or Scan
Father's Name _____		
Date of Birth _____		
Educational Qualification _____		
Domicile _____		
Marital status: Number of children (if any) _____		Married / Single Below 12 years _____ Above 12 years _____
(i) Postal address _____ _____		
(ii) Permanent address _____ _____		
Contact Nos _____	Office: _____	Mobile: _____ Fax: _____
Details of previous foreign Posting/Training (if any) _____		
Specific field of experience you deem justify your consideration for the post of CWA _____		
i Date of appointment in present BPS. (whether Regular or Acting Charge) _____		
ii Date of entry into Government service. _____		
iii Total length of service (BPS-17 & above). _____		
Brief history / record of service in BPS-17 and above:		
Period From - To	Post held with name of Deptt: / Organization (Pl. mention in descending order)	Duties performed on posting (s)

(Signature of candidate)