

MOST IMMEDIATE

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



Islamabad, the 18th February, 2013

CIRCULAR

A copy of letter No.10(56)/2013/MET, dated 04-01-2013 received from Ministry of Education & Training regarding appointment of "**Deputy Permanent Delegate**" of Pakistan to UNESCO, Paris for officers in BS-19.

2. The suitable/eligible officers of BS-19 possessing the required qualification & experience as mentioned there-in para (i-ii) may kindly apply for the subject post. The nominations may please be duly recommended/approved by their senior respective officers along with the copy of a bio-data, sparability certificate, experience certificate & synopsis of ACRs for the last 05 years may be sent to this Section latest by **20-02-2013** for onward submission to the Ministry of Education & Training, Islamabad. The job description of the post of Deputy Permanent Delegate (PDP) and the Prescribed Performa may be available on the Ministry's website: **www.commerce.gov.pk**.


(MARIA KAZI)
Section Officer (Admn-I)

Most Immediate

**No. 10(56)/2013/MET
Government of Pakistan
Ministry of Education & Training

Islamabad, the 4th January, 2013

Subject: - **APPOINTMENT OF DEPUTY PERMANENT DELEGATE (BS-19)
OF PAKISTAN TO UNESCO, PARIS.**

I am directed to say that post of Deputy Permanent Delegate (BS-19) of Pakistan to UNESCO, Paris is being filled in through selection of candidates in BS-19 having the following academic qualification/experience:

- i) Academic Qualification:
At least second class Master's degree in International Relations, Education, Science, Social Sciences or English. A higher degree from a recognized foreign University will be preferred.
- ii) Experience:
 - a. At least three years experience of working in/dealing with an international organization, UNESCO experience will be given preference.
 - b. At least 05 years experience in the administration / secretariat work.
 - c. At least two years experience in the Education sector
 - d. Excellence in spoken and written English, Proficiency / knowledge of French will be an asset.

2. While making nominations, it may please be ensured that following Officers may not be nominated:

- i) Likely to be promoted in next two years.
- ii) Likely to be retired from service within next four years.
- iii) Aailed of posting in Pakistan Missions abroad.
- iv) Disciplinary proceedings are under progress/pending against him.

3. The appointment will be made for period of three years as the Government may deem fit. The Government may however revert the officer to his parent Department or to the service to which he belongs before the expiry of the period of tenure. A copy of the job description of the post of Deputy Permanent Delegate (DPD) UNESCO is enclosed.

4. I shall be grateful if applications of most suitable Officers in BS-19 possessing the above mentioned qualification and experience are sent to this Ministry on the prescribed Performa alongwith Bio-data, sparability certificate, experience certificate and synopsis of ACRs for the last 05 years may please be furnished to this office by 22nd February, 2013. Incomplete/late nominations will not be entertained.

Enclosure: As above.

Yours faithfully



Beenish Noor
Section Officer

Distribution:

1. Prime Minister's Secretariat (Public), Islamabad.
2. The Secretary, Cabinet Secretariat (**Cabinet Division, Establishment Division**), Islamabad.
3. The Secretary, Ministry of Finance, Revenue, Planning and Development , Islamabad.
4. The Secretary, Ministry of Commerce, Islamabad.
5. The Secretary, Ministry of Communications , Islamabad.
6. The Secretary, Ministry of Climate Change , Islamabad.
7. The Secretary, Ministry of Defence , Islamabad.
8. The Secretary, Ministry of Defence Production , Islamabad.
9. The Secretary, Ministry of Economic Affairs & Statistics, Islamabad.
10. The Secretary, Ministry of Foreign Affairs, Islamabad.

DESCRIPTION OF DEPUTY PERMANENT DELEGATE
(DPD) TO UNESCO.

The Deputy Permanent Delegate is responsible for:

- i) Liaison with the UNESCO Secretariat, Field Offices and affiliated organizations for obtaining information about their proposed Programmes/activities during the year and informing the Pakistan National Commission for UNESCO in advance for Pakistan's effective participation.
- ii) Coordinating and assisting the members of Pakistan Delegation to UNESCO General Conference and participants in other UNESCO activities, by providing professional and material support for their effective contribution and participation.
- iii) Assisting the Secretary General, Pakistan National Commission for UNESCO, in the preparation of brief for the Pakistan delegation to the UNESCO biennial General Conference, international conference on education, Regional Conference of Education, Ministers of Education and those responsible for Economic Planning, and other international/regional meetings/conferences.
- iv) Covering the proceedings and work of UNESCO's General Conference and Executive Board including matters between the sessions. Preparing analytical brief for Pakistan's Executive Board Member on all issues and matters which fall within the purview of the Executive Board mandate.
- v) Assisting the Secretary General Pakistan National Commission for UNESCO (PNCU) in obtaining for Pakistan the technical support of UNESCO which help in attaining the objectives of our national programmes.

care of preparation, production and dissemination, on a regular basis or as the occasion demands of information material on UNESCO Projects, programmes etc. intended for the Member States.

- (vi) Assisting the National Commission in establishing a satisfactory cooperation with the Secretariat of UNESCO, its information services and other related agencies and organizations of the United Nations System.
- (vii) Liaison with the Permanent Delegations of the Member States based at UNESCO Headquarters and participation in the meetings of the geographical groups namely Group of 77, Group of Non-aligned Countries, Group of Asia and the Pacific Member States at UNESCO Headquarters in order to project our point of view and safeguard our interest regarding our election to Executive Board, General Conference and inter-governmental Committees etc.
- (viii) Assisting the Secretary General, in the preparations for the visit of UNESCO officials and other delegations to Pakistan
- (ix) Develop plans for future UNESCO support in the implementation of our activities in various disciplines of education and other fields in order to achieve the objectives spelled out in our education policy.
- (x) Help to ensure coordination with educational bodies and institutions of the Member States for exchanging material etc. for the development and promotion of programmes in education, science and technology etc.

ACADEMIC QUALIFICATION AND EXPERIENCE FOR DEPUTY
PERMANENT DELEGATE TO UNESCO.

ACADEMIC QUALIFICATIONS

At least second class Master's degree in International Relations, Education, Science, Social Sciences, or English. A higher degree from a recognized foreign university in UK USA, Europe, Canada will be preferred.

EXPERIENCE

- a) At least three years experience of working in/dealing with an international organization. UNESCO experience will be given preference.
- b) At least 5 years experience in the administrative/ secretariat work..
- c) Excellence in spoken and written English. Proficiency/knowledge of French will be an asset.

EXAMINATION FOR THE POST OF DEPUTY PERMANENT DELEGATE
(BS-19) OF PAKISTAN TO UNESCO, PARIS.

NAME OF MINISTRY/ DIVISION/ DEPARTMENT _____

S.#	Name of the Officer	Post held with BPS	Date of Birth	Date of joining Govt. Service	Qualification	Experience	Proficiency French Language
1.	2	3	4	5	6	7	8
1.							
2							