

Government of Pakistan
Ministry of Foreign Affairs
Islamabad

17th September, 2014

No. Estt (III)-58/02/2010

OFFICE MEMORANDUM

Subject: POST OF RESEARCH OFFICER (TRADE & INVESTMENT, CAT-II, P3) AND DATA BASE OFFICER (CAT II, P3) IN ECONOMIC COOPERATION ORGANIZATION SECRETARIAT, TEHRAN (IRAN).

The undersigned is directed to enclose herewith a fax message no. ECO-7/33/2014 dated 1st September, 2014 received from Parep Tehran along with supporting documents on the subject captioned above for making necessary nominations for the subject posts.

Hasnain Yousaf

(Hasnain Yousaf)
Deputy Director (Estt-III) 17/9/14

Dr. Masood Akhtar Chaudhary
Joint Secretary (Trg)
Cabinet Secretariat
Establishment Division,
Islamabad

Dy No. 266...D.S (I-II)
Dated: 22-9-14

Dy. No. 14...JS(I)
Dated: 22/09/2014

Kindly process on expeditious basis if Establishment Division is the initiating Division. In case it's not, follow up with the initiating division on urgent basis.

DS (I-II)

SOCT-IV

[Signature]
22/9

[Signature]
22/09/14

Establishment Division
1-IV Estt. Secy
No. 266
Dated: 22-9-14

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FAX MESSAGE

MOST IMMEDIATE

From: Parep Tehran
To: Foreign Islamabad
No. ECO-7/33/2014
Dated: 1 September 2014

TNI-02

Handwritten signature and initials

Director General (Personnel) from Counsellor (P)/DHM
Rptd to: i. Director General (West Asia)
ii. Director (ECO & CARs)

Subject: Posts of Research Officer (Trade & Investment, Cat-II, P3) and Data Base Officer (Category II, P3), in Economic Cooperation Organization Secretariat, Tehran, Iran

Enclosed please find a copy of ECO Secretariat's Note Verbale No.ADM/PER/2014/1321 dated 28 August 2014, informing that the tenure of following officers would expire in December 2014:-

Sr	Name of officer	Designation	Tenure will complete on
i.	Mr. Muhammad Farooq,	Research Officer, (Trade & Investment, Category II, P3)	11 Dec 2014
ii.	Mr. Muhammad Yousaf,	Data Base Officer (Category II, P3)	22 Dec 2014

2. According to the relevant procedure as narrated in the ECO Staff Regulations, appointments against (Professional posts) are made by the Secretary General on the recommendations of Selection Panel and Council of Permanent Representatives. Details of the requisite qualifications and experiences are enclosed.

3. The Ministry is, therefore requested to convey the nominations for the posts mentioned above, alongwith their CVs and photographs for further processing the case, on most urgent basis.

Encl: As above

(Muhammad Zeeshan Ahmed)
Counsellor (P)/DHM

Handwritten notes on the left margin: 2236, 5-9-14

Handwritten notes on the left margin: 2240, 5-9-14

Large handwritten notes: "Approved by the Establishment Division. Requested Regards" and "yhad 05/14"

Handwritten note: "Sent to 12. Establishment Division"

Handwritten note: "A/c Document"

Handwritten notes and signature at the bottom right

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ECO Secretariat

Title of the Post: Data Base Officer

Grade of the Post: Category II, P-3

Job Description:

1. Maintain and update the integrated Information System being developed.
2. Improve the quality and availability of information used in program development and management.
3. Establish and maintain a databank with the assistance of UNDP/World bank and undertake measure for the use of information technology to improve communication with the ECO Member States.
4. Develop and maintain websites for DOCCU, ECO Culture Institute, ECO College of Insurance, ECO Shipping Company and ECO Chamber of Commerce.
5. Develop and maintain ECO Trade Information System under the name of trade-Net, in collaboration with the Directorate of Trade.
6. Prepare and electronic version of the Energy Booklet and update it on regular basis.
7. Develop and update Database of the Statistical Yearbook in collaboration of the Directorate of Economic Research and Statistics.
8. Prepare work programs, project proposals and correspond with the regional/international organization concerning the information technology issues.
9. Assess requirement for improvement of LAN and propose budgetary allocations, arrange funds and make necessary arrangements for the purchase of computer hardware and software
10. Supervise the work of associated staff and provide guidance in pursuit of their work.

Skills and Qualifications:

1. Minimum Bachelor degree in Computer Sciences and /or Management Information Service.
2. Strong command of English language both written and spoken.

Experience Requirement:

5 years professional work experience as system analyst/computer programmer with substantive skills and capacity to develop and manage database programs.
