

Government of Pakistan
Finance Division
(HRM Wing)

No.F.8(9)HR-I/2015-2024

Islamabad, the 1st December, 2016

OFFICE MEMORANDUM

SUBJECT:- **POSTING OF ECONOMIC MINISTER (BS-20), EMBASSY OF PAKISTAN, WASHINGTON, DC, USA.**

The undersigned is directed to invite nominations of suitable BS-20 officers to fill up the post of Economic Minister at the Embassy of Pakistan, Washington, DC, USA, which will fall vacant shortly.

Eligibility Criteria:

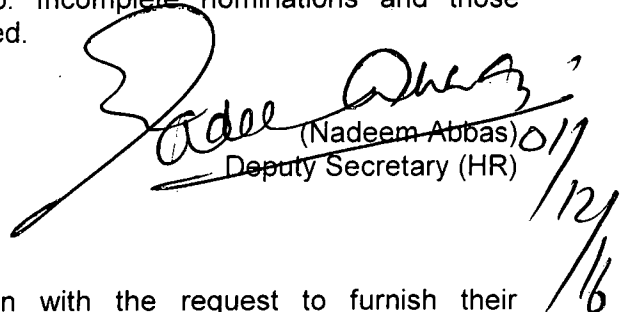
- a) All Government BS-20 officers including Federal Occupational Groups/Services and PMS/PCS officers who have at least 17 years of service having relevant sufficient work experience in Finance Division/Economic Affairs Division and relevant federal/provincial Departments.
- b) The nominee fulfils requirements of the post as detailed in the Job Description (Annex-I).
- c) The nominee is in the same pay scale as the post to be filled. Officers from higher or lower pay scale will not be considered.
- d) The nominee has an overall good record of service, particularly during the last five years of service.
- e) The nominee is at least a graduate or possesses the technical qualification required for the job.
- f) The officers within promotion zone within the next two years will not be considered.
- g) Those likely to retire during the next four years will not be considered.
- h) An officer should not be posted abroad more than once on said post.

2. All the Ministries/Divisions and Provincial Governments are requested to send nominations of suitable BS-20 officers to this Division, along with the following documents (in duplicate):-

- i) Bio-data as per Annex-II.
- ii) PER Synopsis for the last five years.
- iii) A certificate to the effect that no disciplinary proceedings are pending against the nominee (in respect of APUG officers such certificates shall be issued by the Establishment Division).

3. All Ministries/Divisions and the Provincial Governments are requested to forward suitable nominations in duplicate duly completed to Finance Division (HR-I Section), "Q" Block, Pak. Secretariat, Islamabad by 16th December, 2016. Incomplete nominations and those received after 16th December, 2016 will not be entertained.

All Ministries/Divisions/Islamabad/Rawalpindi
Provincial Governments/AJK/Gilgit-Baltistan.


(Nadeem Abbas)
Deputy Secretary (HR)
01/12/16

- CC: i) All BS-20 officers of Finance Division with the request to furnish their nominations through their respective Additional Secretaries.
i) The Web Master, Finance Division, Islamabad.

**Job Description of the Economic Minister/Financial Adviser
at Washington DC, USA**

1. Financial advice on administrative expenditure of the Embassy of Pakistan in U.S.A, including the Consulate General, the permanent Mission at the U.S.A and Pakistan Embassy of Canada.
 2. The Economic Minister will keep himself abreast of the political economy of the United States and send regular/periodic briefs to Finance Division on all relevant developments/issues.
 3. Maintain liaison with US Government departments, state departments including USAID, the commerce, treasury and agriculture departments, the World Bank and the IMF, Eximbank and the secretariat of the US special fund.
 4. Liaise with different relevant national/international NGOs based in the United States like the Transparency International, Centre for Clean Air Policy (CCAP), Brookings Institute and other think tanks to improve coordination and understanding for Pakistan aimed at better outcomes for the country.
 5. Play a role in negotiation of free trade and preferential trade agreements and accords covering investments, double taxation avoidance and other financial services.
 6. Help the Government of Pakistan in maintaining a close liaison with institutional investors in the international capital markets as well as the rating agencies based in the US.
 7. Answering enquiries of commercial and economic nature.
 8. Promotion of trade and investment in all sectors of the economy.
 9. Representation at International Conferences held in US, the General Assembly of the UN, Special Fund, the Commission of International Commodity Trade, The International Cotton Advisory Committee and the annual meetings of IBRD, IFC and IMF.
 10. Promotion of Pak-US economic ties.
 11. All other matters incidental and ancillary to the above.
 12. Submit a quarterly report to the Finance Division, stating progress and achievements in the above mentioned duties through Ambassador, Embassy of Pakistan, Washington DC, USA.
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