

Government of Pakistan
Ministry of Economic Affairs
(Japan Wing)

No.1(38)Japan-II/2023

Islamabad, the June 15, 2023

OFFICE MEMORANDUM

SUBJECT: ENHANCEMENT OF TRAINING MANAGEMENT IN VOCATIONAL TRAINING INSTITUTIONS

The undersigned is directed to refer to the subject noted above and to state that Japan International Cooperation Agency has offered one seat for subject training course scheduled to be held w.e.f August 21, 2023 to August 30, 2023 Online and w.e.f September 04, 2023 to September 22, 2023 in Japan. All concerned are requested to kindly send nomination of a suitable officer who fulfills the following criteria, to the undersigned by 10-07-2023, along with three (3) copies of prescribed JICA's Application form, CNIC, FTC Performa, as advised in the G.I. Booklet.

Course Objective


The aim of this program is to introduce how to manage TVET institutions in keeping good partnership with industries through lectures as well as discussions about the current situation and problems and provide an opportunity for making a comparative study among other countries.

Eligibility Criteria

The applicants should: -

- Be engaged in management of TVET institution, and expected to work in the same field in future.
- Have more than 8 years' experience as a trainer / instructor at public TVET institution.
- Be as an instructor in engineering and head of the department or equivalent.
- Be a graduate or equivalent.
- Proficient in spoken and written English.
- Be between the age of (30) and (50) years
- Women are encouraged to apply for the program

2. New prescribed JICA's Application Form along with FTC Performa can be downloaded from EAD's website www.ead.gov.pk under "Foreign Trainings" link in "Forms" and also available on JICA's website www.jica.go.jp/pakistan/english/index.html.
3. Nomination of contractual employees will not be entertained.


(Muhammad Ishtiaq Akbar)
Section Officer (Japan-II)
Ph: 051-9201805

1. Secretary, Ministry of Federal Education and Professional Training, Government of Pakistan, Islamabad
2. Chairman, Planning & Development Board, Government of Punjab, Lahore
3. Chairman, Planning & Development Board, Government of Sindh, Karachi
4. Addl. Chief Secretary, Planning & Development Department, Government of KPK, Peshawar
5. Addl. Chief Secretary, Planning & Development Department, Government of Balochistan, Quetta.

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6. Addl. Chief Secretary, Planning & Development Department, Government of Gilgit-Baltistan, Gilgit,
7. Addl. Chief Secretary, Planning & Development Department, Government of AJK, Muzaffarabad.

C.C to:

- i. Chairman, TEVTA, 96-H, Gulbuerg Road, Government of Punjab, Lahore
- ii. Director General (Accreditation and Certification), National Vocational and Technical Training Commission (NAVTEC), Islamabad.
- iii. Chairperson, STEVTA, St. No. 19, Gulshan-e-Iqbal, Block 6 Nipa Chowrangi, Government of Sindh, Karachi.
- iv. Secretary Balochistan, TEVTA, Government of Balochistan, Quetta.
- v. Managing Director, TEVTA-KP, House No. 3-A, Chinar Road, University Town, Peshawar.
- vi. Director Operation, TEVTA-KP, House No. 3-A, Chinar Road, University Town, Peshawar.
- vii. Director, Construction Technology and Training Institute (CTTI), Islamabad.
- viii. Joint Secretary (Training), Establishment Division, Islamabad
- ix. System Analyst (Computer Center), EAD with request to kindly upload JICA's G.I Booklet & associated Annexes on EAD's Website.