

Government of Pakistan  
Ministry of Economic Affairs  
(Japan Wing)

No.1(11)Japan-II/2024

Islamabad, the March 15, 2024

**OFFICE MEMORANDUM**

**SUBJECT: SMALL AND MEDIUM ENTERPRISES (SME) DEVELOPMENT POLICES (A)**

The undersigned is directed to refer to the subject noted above and to state that Japan International Cooperation Agency has offered **one** seat for the subject training course scheduled to be held w.e.f. **June, 24, 2024 to July 18, 2024 in Japan**. All concerned Ministries / Divisions / Departments are requested to send nomination of suitable officer who fulfills the following criteria to the undersigned by **29-04-2024** along with three (3) copies of prescribed JICA forms, CNIC, Passport, FTC Performa, undertaking & surety bond and Inception Report as advised in the G.I. Booklet.

**Course Objective:**

Programs aims to enhance the policy planning capacity of target organizations for realizing Small and Medium Enterprise (SME) development.

**Eligibility Criteria:-**


The applicant should:

- Be an officer of SME ministries / agencies, public institutions implementing SME promotion, willing to acquire comprehensive knowledge about SME policy and promotion measures to become an expert.
- Have more than 3 years' experience in the field of SME promotion.
- Be graduate of university
- Have command of spoken and written English
- Have basic computer skills

2. New prescribed JICA Application Form, FTC Performa, Inception Report, undertaking & surety bond can be downloaded from EAD's website [www.ead.gov.pk](http://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](http://www.jica.go.jp/pakistan/english/index.html).

3. In case of selection of the officer the concerned organizations are requested to ensure timely NOC.

4. Nomination of contractual employees will not be entertained.

  
(Muhammad Ishtiaq Akbar)  
**Section Officer (Japan-II)**  
Ph: 0519201805

1. Secretary, Ministry of Industries & Production, Government of Pakistan, Islamabad.
2. Secretary, Ministry of Commerce, Government of Pakistan, Islamabad.
3. Secretary, Ministry of Information Technology & Telecommunication, Kohsar Block, Islamabad.
4. Chairman, Planning & Development Board, Government of Punjab, Lahore
5. Chairman, Planning & Development Board, Government of Sindh, Karachi
6. Addl. Chief Secretary, Planning & Development Department, Government of KPK, Peshawar
7. Addl. Chief Secretary, Planning & Development Department, Government of Balochistan, Quetta.
8. Addl. Chief Secretary, Planning & Development Department, Government of Gilgit-Baltistan, Gilgit,
9. Addl. Chief Secretary, Planning & Development Department, Government of AJK, Muzaffarabad.

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C.C to:

- i. Secretary, Industry, Commerce and investment Dept., Government of Punjab, Lahore.
- ii. Secretary, Industries, Commerce, labor, mineral Dev., and Technical Education & Manpower Training Department, Government of Khyber Pakhtunkhwa, Peshawar.
- iii. Secretary, Industry and Commerce Department, Government of Sindh, Karachi.
- iv. Secretary, Industry and Commerce Department, Government of Balochistan, Quetta.
- v. Secretary, Mineral Development Industries, Commerce & Labor Department, Gilgit-Baltistan Government, Gilgit.
- vi. Chief Executive Officer, Engineering Development Board (EDB), Constitutional Avenue, Islamabad
- vii. Chief Executive Officer, Small and Medium Enterprises development Authority (SMEDA), 6<sup>th</sup> Floor, LDA Plaza, Egerton Road, Lahore.
- viii. Joint Secretary (Training), Establishment Division, Islamabad
- ix. System Analyst (Computer Center), EAD kindly upload JICA's G.I Booklet on EAD's Website.