

**OFFICE MEMORANDUM**

SUBJECT: **HUMAN RESOURCE DEVELOPMENT ADMINISTRATION -THROUGH THE PROMOTION OF TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING**

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 November 06, 2023 to November 09, 2023 Online and w.e.f November 13, 2023 to December 01, 2023 in Japan**. All concerned are requested to kindly send nomination of a suitable officer who fulfills the following criteria, to the undersigned by **18-08-2023**, along with three (3) copies of prescribed JICA's Application form, CNIC, FTC Performa, as advised in the G.I. Booklet.

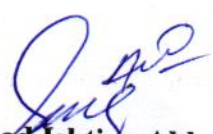
**Course Objective**

To understand the current issues and challenges in HRD in Japan and to study the frameworks for HRD through TVET and how to Practice them, as well as to draft a specific action plan to improve current issues and to enhance HRD by applying the knowledge and ideas acquired in this program.

**Eligibility Criteria**

The applicants should: -

- Be ranked as Director General or Director of a department in the central government who is presently engaged in HRD administration focusing on TVET.
  - Be a graduate or equivalent.
  - Proficient in spoken and written English.
  - Be between the age of (35) and (55) 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](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. 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.
6. Addl. Chief Secretary, Planning & Development Department, Government of Gilgit-Baltistan, Gilgit,
7. Addl. Chief Secretary, Planning & Development Department, Government of AJK, Muzaffarabad.

Contd. on P/2

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 (NAVTTTC), Islamabad.
- iii. Chairperson, STEVTA, St. No. 19, Gulshan-e-Iqbal, Block 6 Nipa Chowrangi, Government of Sindh, Karachi.
- iv. Chairperson, Punjab vocational Training Council (PVTC), 134-A, Industrial Estate, Mader-e-Milat Road, Lahore.
- v. Secretary Balochistan, TEVTA, Government of Balochistan, Quetta.
- vi. Managing Director, TEVTA-KP, House No. 3-A, Chinar Road, University Town, Peshawar.
- vii. Director Operation, TEVTA-KP, House No. 3-A, Chinar Road, University Town, Peshawar.
- viii. Director, Construction Technology and Training Institute (CTTI), Islamabad.
- ix. Joint Secretary (Training), Establishment Division, Islamabad
- x. System Analyst (Computer Center), EAD with request to kindly upload JICA's G.I Booklet & associated Annexes on EAD's Website.