

No.1(8)Japan-II/2024

Islamabad, the February 26, 2024

**OFFICE MEMORANDUM**

**SUBJECT: QUALITY IMPROVEMENT OF HEALTH SERVICES THROUGH KAIZEN APPROACH JFY 2024.**

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 **July 04, 2024 to August 02, 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 **March 26, 2024** along with three (3) copies of prescribed JICA Application form, CNIC, Passport, English Score Sheet and FTC Proforma as advised in the G.I. Booklet.

**Course Objective:**

The participants will obtain practical knowledge, skills to analyze problem and sense of leadership necessary to improve hospitals' service, and formulate a strategic plan aiming to establish the structure to promote KAIZEN (continuous improvement of hospital service).

**Eligibility Criteria: -**


The applicant should:

- Be responsible for quality management in the hospital (as a member of hospital management team or a head of quality improvement Committee/Team etc.).
- Have 4 years' experience in management i.e secondary or tertiary level hospital.
- Have command of spoken and written of English
- Must be in good health

2. New prescribed JICA's Application Form, specimen of 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. In case of selection of the officer the concerned Departments are requested to ensure timely relieving of the officer along with NOC.

4. Nomination of contractual employees will not be entertained.

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

- ✓1. Secretary, Ministry of National Health Services Regulation and Coordination, Government of Pakistan, Islamabad.
- ✓2. Chairman, Planning & Development Board, Government of Punjab, Lahore
- ✓3. Addl. Chief Secretary, Planning & Development Department, Government of KPK, Peshawar.
- 4. Chairman, Planning & Development Board, Government of Sindh, Karachi.
- ✓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.

**C.C to:**

- i. ✓ Chief (Health), Ministry of Planning & Development, Government of Pakistan, Islamabad.
- ii. ✓ Secretary, Primary & Secondary Healthcare Department, Government of Punjab, Birdwood Road, Lahore.
- iii. ✓ Secretary, Health Department Government of Sindh, New Sindh Secretariat, 06<sup>th</sup> Floor, Building No. 1, Karachi.
- iv. ✓ Secretary, Health Department Government of Balochistan, Quetta.
- v. ✓ Secretary, Health Department Government of KPK, HRD Building, Khyber Road, Peshawar.
- vi. ✓ Executive Director, Pakistan Institute of Medical Sciences (PIMS), Islamabad
- vii. ✓ Executive Director, National Institute of Health (NIH), Park Road, Chak Shahzad, Islamabad
- viii. ✓ Executive Director, Liaquat University of Medical & Health Sciences (LUMHS), Jamshoro Hospital, Jamshoro.
- ix. ✓ Joint Secretary (Training), Establishment Division, Islamabad
- x. System Analyst (Computer Center), EAD with request to kindly upload JICA's G.I Booklet on EAD's Website.