

**OFFICE MEMORANDUM**

**SUBJECT: CAPACITY BUILDING FOR ICT PROJECT PLANNING (EX-E-GOVERNMENT, E-EDUCATION, E-HEALTH, E-AGRICULTURE ETC.) (A)**

The undersigned is directed to refer to the subject noted above and to state that Japan International Cooperation Agency has offered fully funded **one** seat for subject training course scheduled to be held. **w.e.f. June 20, 2023 to July 20, 2023 in Japan.** All concerned Ministries / Divisions / Departments are requested to send nomination of a suitable officer who fulfills the following criteria to the undersigned by **01-05-2023** along with three (3) copies of prescribed JICA forms, one copy of surety bond, undertaking, CNIC, FTC Performa, Job Report and Passport as advised in the G.I. Booklet.

**Course Objective:**

Participants obtain skills and improve capacities for "Project Planning" to solve various issues by the application of Information and Communication Technology (ICT).

**Eligibility Criteria:-**

The applicant should:

- Be officer, relevant engineers, in charge of Planning and designing of Information and Communication Technology (ICT) related innovations.
- Have more than 2 years of working experience in the field of ICT related innovations.
- Be a graduate or equivalent.
- Have command of spoken and written English
- Have basic computer skills.
- Be Between the age of 25 and 50 years
- Must be in good health.

2. New prescribed JICA Application Forms along with job report and specimen of surety bond, undertaking and 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)  
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1. Secretary, Ministry of Information, Technology and Telecommunication, Government of Pakistan, Islamabad
2. Secretary, Ministry of Education and Professional Training, Government of Pakistan, Islamabad.
3. Secretary, Cabinet Division, Government of Pakistan, Islamabad
4. Secretary, Ministry of National Health Services, Regulation and Coordination, Government of Pakistan, Islamabad.
5. Secretary, Ministry Planning Development & Special Initiatives, Government of Pakistan, Islamabad.
6. Secretary, Ministry of National Food, Security and Research, Government of Pakistan, Islamabad.
7. Chairman, Planning & Development Board, Government of Punjab, Lahore
8. Chairman, Planning & Development Board, Government of Sindh, Karachi
9. Addl. Chief Secretary, Planning & Development Department, Government of KPK, Peshawar
10. Addl. Chief Secretary, Planning & Development Department, Government of Balochistan, Quetta.
11. Addl. Chief Secretary, Planning & Development Department, Government of Gilgit-Baltistan, Gilgit,
12. Addl. Chief Secretary, Planning & Development Department, Government of AJK, Muzaffarabad.

Copy to:

- i. Joint Secretary (Training), Establishment Division, Islamabad
- ii. System Analyst (Computer Center), EAD kindly upload JICA's G.I Booklet on EAD's Website.