

**OFFICE MEMORANDUM**

**SUBJECT: CAPACITY DEVELOPMENT FOR THE EDUCATION POLICY FORMULATION AND ANALYSIS FOR LEARNING IMPROVEMENT**

The undersigned is directed to refer to the subject noted above and to state that Japan International Cooperation Agency has offered two seats for Group & Region focused subject training course scheduled to be held w.e.f. **October 19, 2021 to December 10, 2021 (Online)**. All concerned Ministries / Divisions / Departments are requested to send nomination of a suitable officer who fulfills the following criteria to the undersigned by **01-09-2021** along with three (3) copies of prescribed JICA forms, CNIC, FTC Performa, Country Report and Passport as advised in the G.I. Booklet.

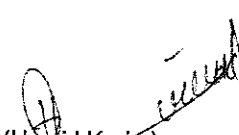
**Course Objective:**

To equip with critical skills for policy analysis that bring field knowledge of education practice / cooperation and research results as evidence into policy processes for education quality improvement. These skills include those required both for bottom-up processes and for top-down processes.

**Eligibility Criteria:-**

*The applicant should:*

- Have working in the field of education policy making and planning, or researchers on related themes, and particularly those who have been involved in such tasks as;
    - Policy formulation
    - Education planning
    - Reform/ project/ intervention planning and designing
    - Project management
    - Research at universities or other equivalent research institutions.
  - Be a graduate of university or equivalent, specialized in civil engineering
  - Have command of spoken and written English
  - Have basic computer skills such as sending / receiving email with attachments and using a web browser.
  - Be under 50 years of age.
  - Must be in good health.
2. New prescribed JICA Application Forms 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.

  
(Hamid Karim)  
**SO /DS (Japan)**  
Ph: 051-9206167

1. Secretary, Ministry of Federal Education and Professional Training, Govt. 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

CC to:-

- i) Secretary, Education Department, Government of the Punjab, Lahore
- ii) Secretary, Literacy and Non-Formal Basic Education, Government of the Sindh, Karachi

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- iii) Secretary, School and Literacy Department, Government of Khyber Pakhtunkhwa, Peshawar.
- iv) Secretary, Education Department, Government of Balochistan, Quetta.
- v) Secretary, Social Welfare, Special Education and Literacy Non Formal Education, Government of Balochistan, Quetta.
- vi) Joint Secretary (Training), Establishment Division, Islamabad
- vii) System Analyst (Computer Center) EAD with the request to kindly upload JICA's Booklet & associated Annexes on EAD's Website.