

**MOST IMMEDIATE**

Government of Pakistan  
Ministry of Economic Affairs  
(Economic Affairs Division)

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No. 3(43) SEA/Malaysia/2022.

Islamabad the 15<sup>th</sup> April, 2022.

**OFFICE MEMORANDUM**

SUBJECT: - **E-LEARNING COURSE ON “PROJECT & PORTOLIO MANAGEMENT FOR MANAGERS” TO BE HELD FROM 18<sup>TH</sup> TO 22<sup>ND</sup> JULY, 2022 UNDER THE MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP).**

The undersigned is directed to inform that the Government of Malaysia has invited **two (02)** nominations for the above training course. The Government of Malaysia will bear the full course fees for successful applicants. The application form is available at EAD’s website: [www.ead.gov.pk](http://www.ead.gov.pk) and <https://www.kln.gov.my/documents/8390448/8392184/MTCP+2022+-+APPLICATION+FORM>.

2. The eligibility criteria and objectives of the subject course are as under:

**Eligibility Criteria:**

- Middle / senior Government Officers aged 26 to 50 years old at managerial levels with direct involvement in project management and portfolios in various fields in the public sectors.
- Good command of spoken and written English.
- Has never participated in any MTCP courses.
- Satisfactory level of digital literacy.
- Be equipped with the relevant ICT tools such as laptop/desktop, web camera, microphone, speaker etc. & familiar with online learning platforms like Zoom, Google Meet etc.

**Objectives:**

After completion of the course, participants are expected to:


- Gain a in-depth understanding on the **mechanisms, tools, focus area, challenges** in developing and analyzing key areas in monitoring and evaluating projects.
- Apply effective methods of project **Planning, scheduling and control**.
- have a practical knowledge in adopting the project management **toolkit** and systematically **track and report** on progress.
- **Apply agile project management skills** to deliver faster, cost-effective and low risk change into own organization.

3. Nomination of suitable candidates duly approved by the competent authority along with the following documents may kindly be forwarded to this Division by **3<sup>rd</sup> June, 2022 (Friday)**, positively.

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4. **Required Documents**

1	Nomination letter in original	01 copy
2	Filled in Performa for FTC	01 copy
3	Application form	02 copies
4	CNIC & Photograph	02 copies each

  
**(TAHMINA HABIB)**  
 Deputy Secretary(EC-II)  
 Ph: 051-9202084

1. Secretary, Ministry of Planning Development & Special Initiatives, Islamabad.
2. Chairman, Planning & Development Board, Government of the Punjab, Lahore
3. Chairman, Planning & Development Board, Government of Sindh, Karachi
4. Additional Chief Secretary, Planning & Development Department, Government of Khyber Pakhtunkhwa, Peshawar
5. Additional Chief Secretary, Planning & Development Department Government of Balochistan, Quetta
6. Additional Chief Secretary, Planning & Development Department, Government of Azad Jammu & Kashmir, Muzaffarabad
7. Additional Chief Secretary, Planning & Development Department, Government of Gilgit Baltistan, Gilgit.
8. Secretary, Planning & Development Department, Government of Gilgit Baltistan, Gilgit.
9. **Relevant Officers working in other Ministries/Divisions/ Departments may download the circular from the official Website of Economic Affairs Division for submission of nomination through proper channel.**

**Copy forwarded for information: -**

1. Joint Secretary (Training), Establishment Division, Islamabad
2. Section Officer (UN-III/Secretary FTC), EAD
3. Network & System Administrator, EAD