Government of Pakistan
Ministry of Economic Affairs
(Japan Wing)

No. 1(49) Japan-II/2026

Islamabad, the July 27, 2026

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 fully funded **one** seat for subject training course scheduled to be held **w.e.f November 11, 2026 to December 11, 2026** in Japan. All concerned Ministries / Divisions / Departments are requested to send nominations of suitable officers, who fulfills the criteria to the undersigned by **28-08-2026.** The application form shall be accompanied with three copies of prescribed JICÁ's Application forms, CNIC, FTC Performa, undertaking, surety bond and Passport as advised in the G.I. Booklet uploaded on EAD's website.

Course Objective

The participants expected to utilize the outcomes of this program to promote and strengthen the administration of human capital development and vocational skills development, thereby enabling the formulation and implementation of policies tailored to the economic and industrial conditions.

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 forms along and specimen of surety bond, undertaking and FTC Performa can be downloaded from EAD's website www.ead.gov.pk under "Foreign Trainings" link in "Forms" ad also available on JICA's website www.jica.go.jp/pakistan/english/index.html.

3. In case of selection of the officer the concerned Ministries/Division/Department are requested to ensure timely relieving of the officer along with NoC. Furthermore, the concerned officer may be directed to submit **Post-Visit Training Report** to this Ministry on priority basis.

(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

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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.

C.C to:

i. Chairman, TEVTA, 96-H, Gulberg Road, Government of Punjab, Lahore
ii. Director General (Accreditation and Certification), National Vocational and Technical Training Commission (NAVTTC), Islamabad.
iii. Chairperson, STEVTA, St. No. 19, Gulshan-e-Iqbal, Block 6 Nipa Choragi, 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. Joint Secretary (Training), Establishment Division, Islamabad
ix. System Analyst (Computer Center), EAD with request to kindly upload JICA's G.I Booklet & associated Annexes on EAD's Website.