Government of Pakistan
Ministry of Economic Affairs
(Japan Wing)

No.1(14) Japan-II/2026

Islamabad, the March 16, 2026

OFFICE MEMORANDUM

SUBJECT: SMALL AND MEDIUM ENTERPRISES DEVELOPMENT POLICES (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 the subject training course scheduled to be held w.e.f. **June, 24, 2026 to July 23, 2026 in Japan**. All concerned Ministries / Divisions / Departments are requested to send nomination of suitable officer who fulfills the criteria to the undersigned by **29-04-2026** along with three (3) copies of prescribed JICA forms, CNIC, Passport, FTC Performa, undertaking & surety bond and Inception Report as advised in the G.I. Booklet.

Course Objective:
Program aims to enhance the policy planning capacity of target organizations for realizing (SME) development.

Eligibility Criteria: -
The applicant should:

Be an officer of SME ministries / agencies, public institutions implementing SME promotion, willing to acquire comprehensive knowledge about SME policy and promotion measures to become an expert.
Have more than 3 years' experience in the field of SME promotion.
Be graduate of university
Have command of spoken and written English
Be between the ages of twenty-five (25) and fifty (50) years
Have basic computer skills
Female candidates are encouraged to apply for the course.

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.

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(Muhammad Ishtiaq Akbar)
Section Officer (Japan-II)
Ph: 0519201805

1. Secretary, Ministry of Industries & Production, Government of Pakistan, Islamabad.
2. Secretary, Ministry of Commerce, Government of Pakistan, Islamabad.
3. Secretary, Ministry of Information Technology & Telecommunication, Kohsar Block, Islamabad.
4. Chairman, Planning & Development Board, Government of Punjab, Lahore
5. Chairman, Planning & Development Board, Government of Sindh, Karachi
6. Addl. Chief Secretary, Planning & Development Department, Government of KPK, Peshawar

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7. Addl. Chief Secretary, Planning & Development Department, Government of Balochistan, Quetta.
8. Addl. Chief Secretary, Planning & Development Department, Government of Gilgit-Baltistan, Gilgit,
5. Addl. Chief Secretary, Planning & Development Department, Government of AJK, Muzaffarabad.

C.C to:

i. Secretary, Industry, Commerce and investment Dept., Government of Punjab, Lahore.
ii. Secretary, Industries, Commerce, labor, mineral Dev., and Technical Education & Manpower Training Department, Government of Khyber Pakhtunkhwa, Peshawar.
iii. Secretary, Industry and Commerce Department, Government of Sindh, Karachi.
iv. Secretary, Industry and Commerce Department, Government of Balochistan, Quetta.
v. Secretary, Mineral Development Industries, Commerce & Labor Department, Gilgit-Baltistan Government, Gilgit.
vi. Chief Executive Officer, Engineering Development Board (EDB), Constitutional Avenue, Islamabad
vii. Chief Executive Officer, Small and Medium Enterprises development Authority (SMEDA), 6th Floor, LDA Plaza, Egerton Road, Lahore.
viii. Joint Secretary (Training), Establishment Division, Islamabad
ix. System Analyst (Computer Center), EAD kindly upload JICA's G.I Booklet on EAD's Website.