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JOB DESCRIPTION OF DEPUTY PERMANENT DELEGATE (DPD), PERMANENT DELEGATION OF PAKISTAN TO UNESCO, PARIS, FRANCE.

The Deputy Permanent Delegate is responsible for:

- (i). Liaising with the UNESCO Secretariat, Field Offices and affiliated organizations for obtaining information about their proposed programmes/ activities during the year and informing the Pakistan National Commission for UNESCO in advance for Pakistan effective participation.
- (ii). Coordinating and assisting the members of Pakistan Delegation to UNESCO, General Conference and participants in other UNESCO activities, by providing professional and material support for their effective contribution and participation.
- (iii). Assisting the Secretary General, Pakistan National Commission for UNESCO, in the preparation of brief for the Pakistan delegation to the UNESCO biennial General Conference, International Conference on Education, Regional Conference of Education, Ministers of Education and those responsible for Economic Planning and other international/ regional meetings/ conferences.
- (iv). Covering the proceedings and work of UNESCO's General Conference and Executive Board including all important matters during the sessions. Preparing an analytical brief for Pakistan's Executive Board Member on all issues and matters which fall within the purview of the Executive Board mandate.
- (v). Assisting the Secretary General, Pakistan National Commission for UNESCO (PNCU) in obtaining for Pakistan the technical support of UNESCO which helps in attaining the objectives of our national programmes.
- (vi). Taking care of predation, production and dissemination of information material on UNESCO Projects, programs etc. intended for the member States, on a regular basis or as the occasion demands.
- (vii). Assisting the National Commission in establishing a satisfactory coordination with the Secretariat of UNESCO, its information services and other related agencies and organizations of the United Nations System.
- (viii). Liaison with the Permanent Delegations of the member States based at UNESCO Headquarters and participation in the meetings of the geographical groups namely Group of 77, Group of Non-aligned Countries, Group of Asia and the Pacific Member States at UNESCO Headquarters in order to project our point of view and safeguard our interest regarding our election to Executive Board, General Conference and Inter-Governmental Committees etc.
- (ix). Assisting the Secretary General, in the preparations for the visit of UNESCO officials and other delegations to Pakistan.
- (x). Develop plans for future UNESCO support in the implementation of our activities in various disciplines of education and other fields in order to activate the objectives spelled out in our education policy/programs, etc.
- (xi). Help to ensure coordination with educational bodies and institutions of the member States for exchanging material etc. for the development and promotion of programmes in education, science and technology etc.