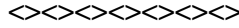


**GOVERNMENT OF PAKISTAN
MINISTRY OF CLIMATE CHANGE
AND ENVIRONMENTAL COORDINATION**



JOB DESCRIPTION OF ADDITIONAL SECRETARIES, JOINT SECRETARIES

S.No.	Post (BPS-Scale)	Job Description
1.	Additional Secretary-I (BS-21)	<p style="text-align: center;"><u>Overall supervision of work related to:-</u></p> <ul style="list-style-type: none"> ▪ Admn & Development Wing ▪ Climate Finance Wing
2.	Additional Secretary-II (BS-21)	<p style="text-align: center;"><u>Overall supervision of work related to:-</u></p> <ul style="list-style-type: none"> ▪ Climate Change & Environment Wing ▪ International Coordination Wing ▪ Forestry Wing
3.	Sr. Joint Secretary (Admn & Development)	<p style="text-align: center;"><u>Overall supervision of work related to:-</u></p> <ul style="list-style-type: none"> ▪ All the Administrative and General matters. ▪ All Financial & Budgetary matters. ▪ All matters related to the DAC/PAC. ▪ All matters related to the PSDP Projects including TBTP. ▪ All matters related to Attached departments i.e. Pak-EPA, ZSP. ▪ All the matters related to National, Senate Assemblies and Standing Committees. ▪ Matters related to the Media & Communication. ▪ All matters related Autonomous Organizations i.e. IWMB & GCISC.
4.	Sr. Joint Secretary (Climate Change & Env)	<p style="text-align: center;"><u>Overall supervision of work related to:-</u></p> <p>All matters related to Climate Change & Environment.</p> <ul style="list-style-type: none"> ▪ Kyoto Protocol ▪ UN Environment Program (UNEP) ▪ United Nations Conference on Sustainable Development Strategy (UNCSD) ▪ UN Habitat ▪ Intergovernmental Panel on Climate Change (IPCC). ▪ UNESCAP ▪ All matters related to climate change policy and implementation framework. ▪ Overall coordination/implementation of International Conventions / Protocols. ▪ All matters related to Adaptation including NAP. ▪ Living Indus initiatives. ▪ Third National Communication (TNC). ▪ Biannual Transparency Report (BTR).
5.	Inspector General (Forest)	<p style="text-align: center;"><u>Overall supervision of work related to:-</u></p> <ul style="list-style-type: none"> ▪ All matters related to Forestry, Wildlife & Biodiversity ▪ United Nations Convention on Combat Desertification (UNCCD)

		<ul style="list-style-type: none"> ▪ Mountain Partnership of FAO ▪ UN Forum on Forests (UNFF) ▪ Reducing Emission from Deforestation and Forest Degradation +(REDD+) ▪ Global Forest Resources Assessment (FRA) of FAO ▪ Forest Climate Leaders Partnership ▪ Global Snow Leopard & Ecosystem Protection Program (GSLEP) ▪ Regional Steering Committee of the Asia Vulture Recovery Programme ▪ Saudi & Middle East Green Initiative ▪ International Bamboo and Rattan Organization (INBAR) ▪ UNESCO’s MAB ▪ Nagoya Protocol on Access and Benefit Sharing of Genetic Resources ▪ United Nations Convention on Biological Diversity (CBD) ▪ Cartagena Protocol on Biosafety ▪ Intergovernmental Panel on Biodiversity & Ecosystem Services ▪ Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) ▪ Ramsar Convention on Wetlands ▪ Convention on Migratory Species of Wild Animals (CMS) ▪ South Asia Wildlife Enforcement Network (SAWEN) ▪ Northern Indian Ocean Marine ▪ Turtles Task Force ▪ Asia Protected Area Partnership ▪ CMS Siberian Crane MoU in Pakistan ▪ CMS IOSEA Marine Turtle MoU ▪ CMS Raptors MoU in Pakistan ▪ Agreement between Kuwait and Pakistan on Mangroves ▪ Asia-Pacific Forestry Commission (APFC) ▪ COFO (FAO Committee of Forest) ▪ Forest Carbon Partnership Facility (FCPF) ▪ All programmes of FAO, UNDP and World Bank related to forestry, wildlife, biodiversity, protected areas and wetlands etc. ▪ Administering conservation Funds namely “Mountain Areas Conservation Fund (MACF)” and Fund for Protected Areas (FPA), which are run through Board of Directors ▪ Community Managed Trophy Hunting Programme ▪ Implementation of National Biodiversity Strategy & Action Plan ▪ Coordination of inter-provincial/inter-ministerial tree planting campaigns ▪ Implementation of National Forest Policy, 2015.
6.	Joint Secretary (IC)	<p style="text-align: center;"><u>Overall supervision of work related to:-</u></p> <ul style="list-style-type: none"> ▪ Memorandum of Understanding (MoUs) / Bilateral and Multilateral Cooperation. ▪ Joint Ministerial Commissions (JMCs). ▪ European Union’s GSP Plus Scheme.

		<ul style="list-style-type: none"> ▪ Matter related to the plastics. ▪ Persistent Organic Pollutant (POPs). ▪ Institutional Strengthening for the implementation of Montreal Protocol (National Ozone Unit). ▪ National project Coordinator in Artisanal Small Scale Gold Mining (ASGM Pakistan). ▪ International Negotiating Committee for framework on Climate Change (INC). ▪ World Economic Forum on National Plastic Partnership (NPAP). ▪ SAR Project. ▪ Strategic Approach to International Chemical Management (SAICM). ▪ South Asia Co-operative Environment Programme (SACEP) ▪ South Asia Association for Regional Cooperation (SAARC) ▪ Economic Cooperation Organization (ECO). ▪ Overall Planning, Coordination/Implementation of Water, Sanitation in Hygiene Activity (WASH) ▪ All the matters related to the following Conventions:- <ul style="list-style-type: none"> ▪ Basel Convention on the control of trans-boundary movements of hazardous wastes and their disposal ▪ Stockholm Convention on Persistent Organic Pollutants ▪ Rotterdam Convention on the Prior Informed Consent Procedure for certain hazardous chemicals and pesticides in International trade. ▪ UN Framework Convention on Climate Change (UNFCCC). ▪ Minamata Convention
7.	Joint Secretary (Climate Finance) (BS-20/21)	<p><u>Overall supervision of work related to:-</u></p> <ul style="list-style-type: none"> ▪ All matters relates to Climate Finance. ▪ All matters relates to the Pakistan Carbon market Policy Guideline. ▪ Global Environment Facility (GEF) ▪ Green Climate Fund (GCF).
