



Name	Noor Nabi
Current workplace	Ministry of Foreign Affairs
Current position	Deputy Director

A. Introduction

1. Could you mention about your responsibilities at current work place?

- ✓ Involve in policy formulation about the utilization of PCW&EF and FIGOB funds.
- ✓ Arrange the Meeting of Pakistan Community Welfare & Education Fund (PCW&EF) Committee as per requests of Pakistanis Mission's abroad for approval of expenditures from Foreign Secretary/Special Secretary.
- ✓ Prepare the Working Papers and Minutes of PCW&EF Meetings.
- ✓ Supervise the monthly statements of PCW&EF Accounts of all Pakistanis Embassies/High Commissions around the world.
- ✓ Supervise the Ministry PCW&EF bank account, Cash Book and Reconciliation
- ✓ Prepare and supervise the Budget statements and expenditures of foreign Missions and Ministry (International Contributions)
- ✓ Compliance the Audit Paras of Foreign Missions and Ministry in context of PCW&EF
- ✓ Pay and Allowance of Officers/Officials of the Ministry (APS, PS, SPS and Steno's)
- ✓ Perform duty as Liaison Officers with Foreign Delegations (Foreign Ministers/Secretaries and Ambassadors)
- ✓ Perform duty with different committees for arranging the National and International events in MoFA.

2. Could you describe the implementation situation of acquired knowledge from Japan at your work place?

- ✓ Policy formulation and implementation procedures/tools, which I have learn from Japan. Currently I am applying these skills in my current Job.
- ✓ How to Analyze the policies, currently this skill helpful for me.
- ✓ Timely complete the assigned tasks and time Management skill. Currently in my practice
- ✓ Communication and Coordination skills within organization and outside the organization. These are very helpful for me during performing my current job.
- ✓ How to deal with the foreigners and how facilitate them. Practically helpful for me

- ✓ Research oriented opinion and Presentation skills to present the idea. Make me different from others employees
- ✓ How to improve the workplace environment and cooperation with subordinates and supervisors.
- ✓ Efficient utilization of Human Resources. I am in charge of my section and as per my opinion that skill is very helpful for me which I have learn from the different courses during my study in Japan.

3. Could you explain how your study field in Japan fits with the current development issues in Pakistan?

Like other developing countries Pakistan is also facing the number of development issues. For example, 1) Capacity Building of government Officers/Officials. 2) Efficient utilization of Human Resources and Financial Resources. 3) Lack of Planning. 4) Problem in Policy formulation and implementation. 5) Increase in social and economic inequality in the country. 6) Health and Education problems. 7) Environmental degradation. 8) Decline in Foreign Direct Investment and etc.

My degree program and courses offered by International University of Japan are almost addressed all the above-mentioned issues. During my stay in Japan I have learned how to formulate the policies and which types of policies are more beneficial for the developing countries and in the same way learn different international practices and standard to increase the efficiency of HR. In addition to this I have learn how to measures the inequality and how different developing countries reduce the inequality from their countries. Furthermore, I have studied the different international health and education practices and compare these successful practices with currently my country health and education system. Moreover, how to increase the foreign direct investment in country and how growing economies attract the FDI in country.

B. Summary of Master Thesis

Field of Study in Japan : Public Management and Policy Analysis Program
 University Name in Japan : International University of Japan
 Title of thesis : Human Resource Management and Organizational Performance:
 An Empirical Study on Public Sector Workers in Pakistan

Please summarize your Thesis within 20 lines in maximum.

Human resource (HR) practices are considered to be a substantial strategic instrument for organizational performance. This study identifies the important factors of human resource management that are associated with organizational performance in the public sector. The data were collected from the civil servants of 33 departments of the Supreme Audit Institution of Pakistan across the country. The results show that recruitment and selection and training and development have a significantly positive association with organizational performance, while compensation practices and pension have a statistically insignificant association with

organizational performance. The findings come from the explanatory factor analysis (EFA) and ordinary least squares regression (OLS). The outcomes cannot be generalized across the countries.

Policymakers and top management of the public sector can draw several policy implications and recommendations from the findings and conclusions of this study to enhance the performance of public sector organizations. First, policymakers and human resource management need to consider the difference between the public and corporate sectors' HR practices. Intrinsic and extrinsic motivational factors affect public and corporate sector employees and organizational performance in different ways. Therefore, this study recommends the public sector management of Pakistan organizations to focus on the following HR practices: 1) Transparent and merit-based recruitment and selection process should be followed at the time of appointment and give the opportunity to those people whose have the relevant skills and education as required by the particular position. 2) Training and development of employees should be aligned with organizational goals, vision, mission, and job descriptions. 3) Compensation practices should be parallel to market-based compensation and include some perks that should linked to performance of the employees. Effective application of HR practices will ensure the betterment of employees, enhance organizational performance, and benefited to the society overall.

C. Future Plan

How are you planning to utilize your acquired knowledge from Japan at your current job?

Please summarize your plan within 10 lines in maximum.

Most of the skills which I have learned form the Japan is already in my practice and currently I am applying these skills in my current Job. However, some acquired Knowledge and skills which I have learned need to be share and apply. In this context, I am planning to request to the Management of the Ministry to organize the training program for sharing of skills and knowledge with the existing employees of the organization. In addition to this, I already share my CV with the management of the different government training institutions for delivering lectures on required knowledge and skills. Moreover, MoFA invite all the employees of the Ministry in brain storming session on different issues at different occasion. I have chance to share my knowledge in brain storming sessions that I am sure will be helpful for my Ministry and county as well.

D. Photo

Please send **your best two** pictures on your academic and daily life in Japan (JPG format)

