

**REVISED STAFF STRENGTH OF THE
ECO SECRETARIAT**

1. Secretary General; and
2. The remaining posts are classified into categories and grades as follows:

Cat.	Title of Post	Present Position	Grade
I	Deputy Secretary General	3	D3
I	Director	6	D2
I	Assistant Director/Chef de Cabinet	4	D1
II	Legal Adviser	1	P3
II	Chief Accountant	1	P3
II	Accounts Assistant	1	P2
II	Research Officer	2	P3
II	Programme Officer	3	P3
II	Programme Officer	3	P2
II	Programme Officer	2	P1
II	Data Base Officer	1	P3
II	Programme Officer (DOCCU)	1	P3
II	Russian Interpreter	2	P3
II	Russian Translator	2	P2
II	Social Secretary to SG	1	P2
II	Administrative Assistant	1	P2
II	Documentation Centre/Officer	1	P2
II	<i>Steno-Secretary (Grade-1)</i>	2	P2
II	<i>Steno-Secretary (Grade-2)</i>	5	P1
II	Persian Translator	1	P1
II	<i>IT Expert / Network Administrator</i>	1	P1
II	Librarian	1	P1
III	Local Assistant– DOCCU	1	A3
III	<i>Protocol Assistant</i>	1	A3
III	<i>SG Secretary</i>	1	A3
III	<i>IT Assistance</i>	1	A3
III	<i>Procurement officer</i>	1	A2
III	Telephone Operator	1	A2
III	Messenger	1	A2
III	Driver (Secretary General)	1	A2
III	Drivers	2	A2
III	Driver	1	A1
III	Persian Typist/ Administrative Clerk	1	A1
III	<i>Publishing Operator</i>	1	A2
III	Technician	1	A2
III	Technician	1	A1
III	<i>Office Boys</i>	4	A1
III	Guard	1	A1
III	Servant	1	A1
Total strength of the ECO Secretariat		67 (SG + Staff Members)	

S.G. Residence

Cook/ Butler	1	Expatriate
Housekeeper	1	Local/Expatriate
Gardner*	1	Local

- The Gardner shall take care both SG Residence and Secretariat's gardens

Note:

1. The main purpose of amendments to the ECO Secretariat's Staff Strength is to adjust this list with the current status of the Secretariat's Staff. For example for the time being there are 10 Programme/Research Officers working within six Directorates, while in the current Staff Strength, there are only five posts defined. Therefore, five more posts for programme officers have been included in the proposed amendment list.
2. In this regard also three posts, namely the Public Relations & Conference Services Assistant, Protocol Officer and Receptionist have been deleted.
3. Therefore In view of the above, the number of the posts has been increased from 63 to 67, taking into account the new requirements and needs of the Secretariat.
4. The proposed new posts are shown in bold.
5. The proposed amendments are shown in Italics.