



SAARC

**SOUTH ASIAN ASSOCIATION
FOR REGIONAL COOPERATION
SECRETARIAT**

Message No. 973/02/108

Reference No. SAARC/ARD/77/SAC/A/2014-105

The Secretariat of the South Asian Association for Regional Cooperation (SAARC) presents its compliments to the Ministries of Foreign/External Affairs of the Member States of SAARC and has the honour to convey that the **SAARC Agriculture Centre (SAC)** has announced “**Vacancy Announcement**” for its professional post of “**Senior Programme Specialist (Priority Setting & Program Development)**”.

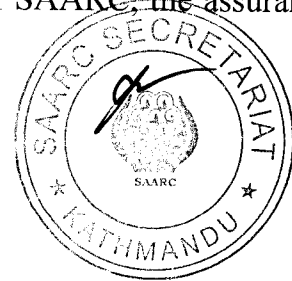
The esteemed Member States are requested to take necessary measures to upload the “vacancy announcement” in the websites of the following offices of Member States of SAARC:

1. Ministry of Foreign/External Affairs;
2. Relevant Ministry(ies) and offices; and
3. Relevant professional organizations/bodies/institutions.

The esteemed Member States may also like to post the advertisement in the relevant publicly accessible sites for wider circulation. A copy of letter No. SAC/318 (P-II)/18/06 dated 24 June 2018 of the SAC, along with the vacancy announcement, is enclosed. It may be noted that the **prescribed Application Form** can be downloaded from the SAC’s website (www.sac.org.bd) and the **deadline for submission of application is 15 August 2018**.

The Secretariat of SAARC avails itself of this opportunity to renew to the Ministries of Foreign/External Affairs of the Member States of SAARC, the assurances of its highest consideration.

Encls: a. a.



Kathmandu, 26 June 2018

The Ministries of Foreign/External Affairs,
(SAARC Division),
Member States of SAARC.

- Copy: (i) All Governing Board Members of SAC, Member States of SAARC;
(ii) Heads of SAARC Regional Centres/Specialized bodies, for posting the advertisement in their webpage; and
(iii) Director, SAARC Agriculture Centre, Dhaka.



SAARC AGRICULTURE CENTRE (SAC)

Ref: SAC No.318 (P-II)/18/

Date: 24/06/2018

Ms. Ishrat Jahan
Director (ARD)
SAARC Secretariat
Kathmandu, Nepal

Subject: *Issue "Note Verbal" for wide circulation the vacancy announcement of Senior Program Specialist (Priority Setting and Program Development) at SAARC Agriculture Centre (SAC).*

Dear Director,

I would like to inform you that the present Senior Program Specialist (PS&PD), Dr. WART Wickramaachchi was submitted a letter to request to release him from SAC on 30th July 2018. As such, this position (SPS-PS&PD) is going to vacant very soon. The Center wants to take initiated to recruit the above position in the earliest.

Accordingly, I am sending 1 (one) set of detail vacancy announcement, prescribed application form for onward transmission to all SAARC desks of the Ministry of Foreign/External Affairs of the SAARC Member Countries for processing through their concerned ministries for wide circulation, including Bangladesh. Meanwhile, SAC has already published at the SAC website [http:// www.sac.org.bd](http://www.sac.org.bd) for wide circulation.

Kindly note that 15th August 2018 is the last date of receiving applications (advance copy) for above professional position by the Centre.

You may please take necessary step if possible to issue a "Note Verbal" for wide circulation among the Member States to assist the Centre to get the right candidate for the professional position.

With best wishes and kind regards,

Sincerely Yours,

(Dr. S M Bokhtar)
Director
SAARC Agriculture Centre

Enclosed: 01. Prescribed Application Form
02. Vacancy Announcement



SAARC Agriculture Centre (SAC)
BARC Campus, New Airport Road
Farmgate, Dhaka – 1215, Bangladesh

VACANCY ANNOUNCEMENT (2018)

Post	:	Senior Program Specialist (Priority setting & Program Development)
Age	:	Not more than 55 (Fifty five) years.
Duty Station	:	Dhaka, Bangladesh
Date of Joining	:	Sixty (60) days from the date of issue of offer letter.
Duration	:	3 years

Qualification and Experience:

PhD in Agricultural Economics / Economics / Development Studies with *12 years* experience or Masters with good academic record in the above disciplines with *15 years* experience.

Professional Competence:

Person should be specialized in policy planning, priority setting, program/project evaluation, implementation, monitoring and impact analysis of the program /projects and in report preparation and presentation.

Skills in program monitoring and impact assessment will be an additional benefit.

Brief Job Description:

As a senior member of the division should be able to perform and initiate program/activities in the area of policy issues in agriculture and related field and in analyzing impact of a program/activity implemented.

To accomplish the divisional responsibility should undertake measures to explore scope of joint cooperation in different fields of agriculture including material, knowledge and technology transfer.

Explore to implement the concept of lead country/agency based program development and implementation and leadership in international forum on issues of regional interest.

Ensure timely production of reports, papers etc.

Allowances, facilities and benefits:

The sending government shall protect the salary and meet the cost of transfer passages for his/her family including personal effects. In addition he/she will receive from the SAIC the following allowances:

1.	Living Allowance	US \$ 1,225.00 (US Dollar One Thousand Two Hundred Twenty five) only per month (50 % US Dollar & 50 % Taka).
2.	Daily Allowance in lieu of House rent allowance	In the absence of residential accommodation on first arrival per diem in lieu of house rent allowance @ US Dollar 150. 00 (One hundred and Fifty dollar) per day up to a maximum of 21 days for hotel accommodation. An accompanying spouse and up to two of the dependent children below the age of 21 years will get 50 per cent of Daily Allowance. The daily Allowance applicable for SAARC capitals are at Appendix- A. The Regional Centers shall try to find and finalize lease deed for suitable accommodation within this period of time. In case a suitable accommodation is not available within this period, the actual cost of hotel accommodation may be reimbursed to the professional staff subject to his /her entitled rental ceiling. (Not applicable for professionals from Bangladesh).
3.	Residential Accommodation	Professional Staff of the Regional Centre's are presently entitled to <i>unfurnished</i> accommodation within the rental ceiling of US \$ 637.00 (US Dollar Six Hundred and Thirty seven) only in equivalent local currency of Taka per month.
4.	Furniture Grant	The Professional Staff shall be entitled to a one time lump-sum furnishing/settlement grant of US \$ 2,000.00 (US Dollar Two Thousand) only.
5.	Children's Education Allowance	Professional Staff shall be entitled to reimbursement of 90% of school Tuition Fees including Admission, Registration and other compulsory charges subject to an annual ceiling of US\$ 1,500.00 per child for a maximum of two children between the age of 5 to 21 years i.e. children up to Grade XII / A-Level on presentation of actual receipt.
6.	Medical Allowance	Professional staff shall be entitled to reimbursement of actual expenses on medical treatment for self, spouse and dependent children subject to an annual ceiling of US \$ 1,500.00 including 80% reimbursement of hospitalization charges. No reimbursement shall be made for medicines purchased without doctor's prescription and on optical frames/glasses/lenses, dental treatments like- dentures, scaling, and surgeries for the purposes of beautification, health care products and health foods.
7.	Home Leave Allowance	Professional Staff shall be entitled to Home Leave Passage for Economy class for self, spouse and two dependent children once in their tenure and only after completing 18 months of continuous service. No daily allowance or any expenditure on account of stop - over and transfer charges from and to airport shall be entitled.
8.	Other(s)	All other entitlements will be born as per SAARC Harmonize rules.

Common requirements:

1. Clear understanding on the regional and global context is essential.
2. Should be able to work in a mixed culture and in a team.
3. Should have proven background and proficiency in written as well as communicative English.
4. Competence in computer use is required and to be able to work independently and to produce result oriented quality output.
5. Assist the Director in all activities and carry out assignments.
6. Any other responsibility relevant to the Centre programs.

General Information:

Preference will be given to persons having work experience in related field as well as in the National Agricultural Research System (NARS)/ Extension service/donor agencies.

Must obtain minimum 2nd class/ division in all stages of academic records.

Age and qualification may be relaxed for highly deserving candidates.

Application in prescribed form (*available at the SAARC Division of Foreign / External Affairs Ministry of SAARC Member Countries and also at the SAC web site: www.sac.org.bd*) duly filled in by the applicant with recommendation by the competent authorities should reach advance copy of the application to the Director, SAARC Agriculture Centre (SAC), Farmgate, Dhaka - 1215, Bangladesh on or before 15th August 2018. *The proper channel copy should reach to the Centre latest by 15th September 2018.*

SAARC AGRICULTURE CENTRE (SAC)

BARC Campus, Farmgate, New Airport Road
Dhaka-1215, Bangladesh

APPLICATION FORM

Name of the post

INSTRUCTION: Please fill up the form completely and clearly. Type or print in ink. If needed, additional pages may be attached. Be sure to sign and date the form.		Affix Photograph			
1. Name (As per certificate):					
2. Present Address (Including tel. no., e-mail, etc.):					
3. Mailing Address / Contact Information (Including tel. no., E-mail, etc.):					
4. Permanent Address:					
5. A) Place of Birth:					
5. B) Date of Birth			Day	Month	Year
5. C) Age as on.....			Day	Month	Year
6. (A) Citizenship at Birth:			6 (B) Present Citizenship:		
7. Sex (Check):		<input type="checkbox"/> Male	<input type="checkbox"/> Female		
8. Marital Status (Check):					

Married	Single	Widowed	Divorced	Separated
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9. List of dependent(s)

Name	Date of Birth	Relationship

10. Have you taken up legal residence status in any country other than that of your nationality?

 Yes

 No

If "Yes", which country?

11. Have you taken any legal steps towards changing your present nationality?

 Yes

 No

If "Yes", explain why?

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12. Educational background: Furnish details starting from last Degree (Enclose true copies of supporting documents):

Name of Institution and Place	Degree/Diploma/ Certificate	Year	Main subject(s)

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13. State your professional competence in the post applied for (Not more than 150 words, please enclose supporting documents, if any):

14. Language proficiency [Please tick (√) in the appropriate box. Also enclose certificate if there be any]:

	Read			Write			Speak		
	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair
English									
Others:									

15. Employment Record: Starting with your present or most recent post, list in reverse order every employment during the last ten years and any significant experience not included in that period which you believe will be helpful in evaluating your record. Use a separate block for each post. Use additional sheets of paper as required.

A:

Dates		Salaries per annum (Excl. Allowances)		Exact title of your post
		Starting	Present	
From	To			
...../...../...../...../.....			
Name of Supervisor				
Name & address of Employer		Net Salary	Number & kind of employees supervised by you:	
			Professional -	
			Other support staff -	
Description of your work:				

B:

Dates		Salaries per annum (Excl. Allowances)		Exact title of your post
		Starting	Present	
From	To			
...../...../...../...../.....			
Name of Supervisor				
Name & address of Employer		Total salary	Number & kind of employees supervised by you:	
			Professional -	
			Other support staff -	
Description of your work:				

C:

Dates	Salaries per annum (Excl. Allowances)	Exact title of your post
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		Starting	Present	
From	To			
...../...../...../...../.....			
Name of Supervisor				
Name & address of Employer		Total Tax	Number & kind of employees supervised by you: Professional - Other support staff -	
Description of your work:				

D:

Dates		Salaries per annum (Excl. Allowances)		Exact title of your post
		Starting	Present	
From	To			
...../...../...../...../.....			
Name of Supervisor				
Name & address of Employer		Total Tax	Number & kind of employees supervised by you: Professional - Other support staff -	
Description of your work:				

16. List of Professional publications & reports (Please attach separate sheets, if required):

17. List of Membership in professional bodies (please attach separate sheet, if required):

Sl. No.	Descriptions

18. Have you any objections to making inquire of your present / last employer?

 Yes No

19. References: List three persons not related to you who are familiar with your character and qualifications.

Full Name	Full Address with telephone no.
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20. Legal convictions (include all convictions other than those for minor violations like road traffic). Please state last first.

Charge	Date	Where	Conviction

21. State any other relevant facts. Include information regarding any residence or prolonged travel abroad, giving dates, areas, purposes, etc.

22. Please state any disabilities or any disease etc. which might limit your field of work (Final appointment will be subject to physical examination).

I certify that the statements made by me in the foregoing items are true, complete, and correct to the best of my knowledge and belief. I understand that any false statements or any required information withheld from this form may provide grounds for the withdrawal of any offer of appointment or dismissal.

Date: _____

Signature:

Your application for employment, if found useful to our overall programme, will be retained on our roster for a maximum period of 12 months.

Recommendation of the candidate's employer:

I do hereby certify that Dr. /Mr. /Ms. /Mrs.

_____ of

shall be released on deputation to join the SAARC Agriculture Centre (SAC), Dhaka, Bangladesh as per stipulated date if he/she is appointed as

Date: _____

Signature:

Name:

Address:

Officer Seal

Recommendation of the concerned Ministry:

I do hereby certify that Dr. /Mr. /Ms. /Mrs.

_____ of the Ministry of

shall be released on deputation to join the SAARC Agriculture Centre (SAC), Dhaka, Bangladesh as per stipulated date if he/she is appointed as

Date: _____

Signature:

Name:

Address:

Officer Seal
