



**SOUTH ASIAN ASSOCIATION
FOR REGIONAL COOPERATION
SECRETARIAT**

Message No. 969.02.170

Reference No. SAARC/ARD/77/SAC/A/2018 (Vol-II)- 342

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 posts of "**Senior Programme Specialist (Fisheries)**" and "**Senior Programme Specialist (Crops)**". A copy of letter No. SAC/318 (P-II)/19/114 dated 04 July 2019 of SAC, along with the vacancy announcement, is enclosed.

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:

- (i) Ministry of Foreign/External Affairs;
- (ii) Relevant Ministry(ies) and offices; and
- (iii) Relevant professional organizations/bodies/institutions.


The esteemed Member States may also like to post the same in the publicly accessible sites for wider circulation. The **prescribed Application Form** could be downloaded from the SAC's website (www.sac.org.bd) and the deadline for submission of application is **20 August 2019**.

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.

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




Kathmandu, 09 July 2019

Copy to:

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



South Asian
Association
for Regional
Cooperation

SAARC Agriculture Centre (SAC)

Agricultural Knowledge & Information Hub in South Asia

Ref: SAC No.318 (P-II)/19/114

Date: 04/07/2019

The Secretary General
SAARC
SAARC Secretariat
Kathmandu, Nepal

Att: Director – ETS, SAARC Secretariat

Subject: *Request for arrangement to issue "Note Verbal" for wide circulation the vacancy announcement of Senior Program Specialist - Fisheries and Crops at SAARC Agriculture Centre (SAC).*

His Excellency,

Greetings from SAARC Agriculture Centre.


I would like to inform Your Excellency that the position of Senior Program Specialist (Fisheries) was vacant due to ended the tenure of Dr. S.S. Giri and also the position of Senior Program Specialist (Crops) will be vacant in September 2019. The Center wants to recruit the above positions in the earliest for the smooth functioning of SAC's program.

Accordingly detail vacancy announcement and prescribed application form are enclosed for onward transmission to all SAARC desks of the Ministry of Foreign/External Affairs of the SAARC Member Countries. Meanwhile, SAC has already published at the SAC website [http:// www.sac.org.bd](http://www.sac.org.bd) for wide circulation. The last date of receiving applications for the above professional positions on or before 20th August 2019.

May I request, Your Excellency to take necessary arrangement to issue a "Note Verbal" for wide circulation among the Member States for the above professional positions.

Kindly accept, Your Excellency, the assurance of my highest consideration.

Sincerely Yours,



(Dr. S M Bokhtiar)
Director
SAARC Agriculture Centre

Enclosed: 01. Prescribed Application Form
02. Vacancy Announcement



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

VACANCY ANNOUNCEMENT (2019)

Professional Position under SAARC Agriculture Centre (SAC)

A.	Post	:	Senior Program Specialist (Fisheries)
	Age	:	Not more than 55 (Fifty five) years.
	Duty Station	:	Dhaka, Bangladesh
	Closing Date	:	20 August' 2019
	Date of Joining	:	Sixty (60) days from the date of issue of offer letter.
	Duration	:	3 years

Qualification and Experience:

PhD in Fisheries with 12 years of experience or Master's degree with 15 years of experience having good academic record.

Professional Competence:

- Incumbent should be specialized in program/project development, implementation, monitoring, impact analysis, report preparation and presentation in the area of fisheries /aquaculture.
- Clear understanding on the global and regional context of fisheries/aquaculture and related disciplines, SPS, GMP matters, hazard analysis, policy analysis, and technical packages.
- Good command in writing, listening and speaking in English language.
- Proven capacity in writing papers, books and reports.
- Ability to work in multi-disciplinary and multi-cultural team.
- Ability to coordinate and partnership building with professionals, development partners and stakeholders independently.
- Independently organize meeting, workshops, symposium at the international and regional levels.

Brief Job Description:

As a senior member of the divisional team, should be able to perform and initiate program/activities in the area of fisheries/ aqua farming in particular, and broadly in other related areas to accomplish the responsibility of the division. These are, but not limited to, need to analysis and prioritization of regional requirements (also country), develop collaborative programs in the area of fisheries/ aqua farming and related issues, GMP, SPS and environmental aspects, trade, R&D, conservation of resources, food and nutrition security and value addition.

- Ability to translate regional priority issues into implementable programs.
- Prepare program profile, work plan, status report, monitoring and evaluation report, progress report, working papers, annual report and others as and when required.
- Involve in publication of necessary reports, papers, books, book chapters, policy input etc. on timely basis.
- Organize meetings, symposium and workshop in the regional level independently.
- Represent SAARC Agriculture Center in the international and regional level of programs.
- Provide necessary supports and cooperation to other divisions of the Centre for successful implementation of the program/ activities of the Centre.
- Coordination and collaboration with the governments of SAARC Member States, donor partners, commodity associations, and related stakeholders.
- Assist the Director of the Centre.

A handwritten signature in black ink, appearing to be 'A.P.' with a flourish underneath.

B. Post	:	Senior Program Specialist (Crops)
Age	:	Not more than 55 (Fifty five) years.
Duty Station	:	Dhaka, Bangladesh
Closing Date	:	20 August' 2019
Date of Joining	:	Sixty (60) days from the date of issue of offer letter.
Duration	:	3 years

Qualification and Experience:

Ph D in Crop Sciences/ Agronomy/ Crop Physiology with 10 years of experience or Master Degree with 15 years of experience having good academic record in the above disciplines.

Professional Competence:

- Incumbent should be specialized in the field of crop related program development, production and management aspects, analyzing natural hazards, GAP (Good Agricultural Practices) and issue quality standards of agricultural products and processes, etc.
- Clear understanding on the global and regional context of the relevant fields in issues and challenges, policies, and technological packages.
- Incumbent should have experience on ensuring food and nutritional security, developing and transferring new technologies and strengthening research-extension-farmers linkage as major challenges for the region.
- Knowledge on seed system, seed bank, food bank, issues and challenges of seeds in the region.
- Project/ program planning, proposal writing, implementation of the program, monitoring and evaluation, report writing.
- Good command in writing, listening and speaking in English language.
- Proven capacity in writing papers, books and reports.
- Ability to work in multi-disciplinary and multi-cultural team.
- Ability to coordinate and partnership building with professionals, development partners and stakeholders independently.
- Independently organize meeting, workshops, symposium at the international and regional levels.
- Knowledge on crop and agriculture policy, dissemination of technologies, combat climatic changes, programs for enhancing productivity, agricultural R&D.

Brief Job Description:

As a professional member of the divisional team, should be able to perform and initiate program/activities in the area of crops/ agronomy/ crop physiology.

- Analysis and prioritize of programs, develop collaborative programs in the area of crop production related issues, GAP (Good Agricultural Practices), environmental aspects, R&D, conservation of resources, bio-diversity, food and nutrition security and value chain development of crops.
- Ability to translate regional priority issues into implementable programs.




- Prepare program profile, work plan, status report, monitoring and evaluation report, progress report, working papers, annual report and others as and when required.
- Involve in publication of necessary reports, papers, books, book chapters, policy input etc. on timely basis.
- Organize meetings, symposium and workshop in the regional level independently.
- Represent SAARC Agriculture Center in the international and regional level of programs.
- Provide necessary supports and cooperation to other divisions of the Centre for successful implementation of the program/ activities of the Centre.
- Coordination and collaboration with the governments of SAARC Member States, donor partners, commodity associations, and related stakeholders.
- Assist the Director of the Centre.

A handwritten signature in black ink, appearing to be 'R.P.' with a horizontal line underneath.

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

Applications 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 and recommended by the competent authorities should reach to the Director, SAARC Agriculture Centre (SAC), Farmgate, Dhaka - 1215, Bangladesh through ministry of foreign/external affairs of the respective member countries not later than **20th August 2019**.

Application Form



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 (with Tel./Cell. Number & Email):					
3. Mailing Address (If separate from present address):					
4. Permanent Address (with Tel./Cell. Number & Email):					
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):					
<input type="checkbox"/> Married		<input type="checkbox"/> Single	<input type="checkbox"/> Widowed	<input type="checkbox"/> Divorced	
<input type="checkbox"/> Separated					

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?

.....

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)

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
		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 referee who are familiar with your character and qualifications.

Full Name	Full Address with telephone no.

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 you 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
