

BI-326/12/2019
Ministry of External Affairs
(BIMSTEC & SAARC Division)

1056, Jawaharlal Nehru Bhawan,
23-D, Janpath, New Delhi.
October 11, 2019

OFFICE MEMORANDUM

Sub: Vacancy Announcement for Director, Economic and Infrastructure, SAARC Development Fund.

Please find attache a copy of email dated 23 September 2019 SAARC Development Fundl alongwith enclosures on the subject mentioned above.

2. Addressee Ministries/Division are requested to announce these vacancies on their official websites and facilitate its dissemination. It is also requested that applications, if received, be forwarded to undersigned for further transmission to SAARC Secretariat, Kathmandu.



(S.R. Patnaik)
Under Secretary(SAARC)
Tel:49018442

1. Ms. Archana Varma, Joint Secretary (AT&A)
Department of Personnel & Training,279-A, North Block,
New Delhi, E-Mail:- jsata@nic.in
2. Sh. Richh Pal Singh, Under Secretary FT(SA)
Ministry of Commerce & Industry, New Delhi
E-Mail:- rpsingh.60@gov.in
3. Sh. Jaydip Kumar Choudhury, Under Secretary
Department of Economic Affairs, North Block, New Delhi
E-Mail:- jk.choudhury@nic.in
4. Sh. Biju Joseph, Publicity Officer (XMM)
Ministry of External Affairs, New Delhi



SAARC Development Fund Secretariat
3rd Floor BDBL Building
Norzin Lam
Thimpu 11001
Bhutan

Application Form for Professional Staff

Position applied for: _____

1. Name (As per Certificates)

2. Present Postal Address

3. Mailing Address (If different than the present address)

4. Permanent Postal Address

5. Email Id: Cell No. _____

6. (a) Place of Birth

(b) Date of Birth

Day Month Year

7. (a) Citizenship at Birth

(b) Present Citizenship

8. Gender (Please check one):

Male

Female

9. Marital Status (Please check one):

Married

Single

Widowed

Divorced

Separated

Photograph

10. Do you have any dependants? Yes No

In case, answer is "Yes", please provide the following information:

Name	Date of Birth	Relationship

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

Yes No

In case, answer is "Yes", which country:

12. Have you ever taken any legal step towards changing your present nationality?

Yes No

If answer is "Yes", please provide details:

13. Academic Qualifications (Please furnish details): A.

General Education: University/College Level

Name and Place of Institution	Degree/Diploma	Year	Major Subject(s)

B. Professional/Computer Education

Name and Place of Institution	Degree/Diploma	Year	Fields of study

14. State your professional competence in the related field.

15. Language Proficiency (Please check appropriate columns)

Language	Read			Write			Speak		
	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair
English									

16. Working Experience

A. Experience in related assignments

Name & address of the organization	Position	Period	Nature of work

B. Experience in International/Regional Organisation (if any)

Name & address of the organization	Position	Period	Nature of work

17. Member of professional institution(s) and relevant activities

18. Author of publications in the relevant field (Please attach or quote reference(s) of Journal(s), Book(s), etc.)

19. Employment Record(Starting with your present or most recent position. List every employment position during the last fifteen years and any significant experience not included in that period which, you believe, may be helpful in evaluating your record. Use a separate block for each position. Use additional sheets of paper, if required.):

A.Exact title of position	Period		Monthly Salary*		
	From	To	Starting	Present	Allowances

*Indicate currency of the salary

Name of Supervisor	Number and kind of employees supervised by you	Duty Station

Name and Address of Employer

Description of your work

Reason(s) for leaving, if applicable.

B.Exact title of position	Period		Monthly Salary*		
	From	To	Starting	Present	Allowances

*Indicate currency of the salary

Name of Supervisor	Number and kind of employees supervised by you	Duty Station

Name and Address of Employer

Description of your work

Reason(s) for leaving, if applicable.

C.Exacttitle of position	Period		MonthlySalary*		
	From	To	Starting	Present	Allowances

*Indicatecurrencyofthesalary

Nameof Supervisor	Numberandkindof employees supervisedbyyou	DutyStation

NameandAddressofEmployer

Descriptionofyourwork

Reason(s)forleaving,ifapplicable.

20. Doyouhaveyouanyobjectionsinmakinginquirieswithyourpresentemployer?

Yes

No

21. References(Listthreepersonsnotrelatedtoyouwhoarefamiliarwithyourcharacterand qualifications.)

FullName	Postal&emailaddresses	Occupation

22. LegalConvictions(includeall convictionsotherthanthoseforminorviolationsofroad traffic rulesandregulations.

Charge	Date	Wheretried	Conviction

23. Please state information regarding any residence or prolonged travel abroad, providing dates, areas, purposes, etc.

24. Please state any disabilities which might limit your fieldwork (Final appointment is subject to physical examination.)

I certify that the statements made by me in this Application Form are true, complete and correct to the best of my knowledge and belief. I understand that any false statement or any required information withheld in this document may provide grounds for the withdrawal of any offer of appointment or dismissal, even if an appointment has already been made and accepted.

Date: _____
dd month *yyyy*

Signature: _____

INSTRUCTIONS: Please fill up this Application Form completely and clearly either handwritten or typed and send scan copies through email at info@sdfsec.org or send through courier at SAARC Development Fund Secretariat, 3rd Floor, BDBL Building, Norzin Lam, Thimphu 11001, Bhutan. Tel: +975-2-321152/53 Fax: +975-2-321150/321203. If required, additional pages may be used. Be sure to post your signature and date on this Form.

Director, Economic & Infrastructure Window

(a) Job responsibilities:

- Project Initiation, identification of bankable projects & conception, planning, scrutinizing, projects management under Economic & Infrastructure Windows from all SAARC Member States based on sound analysis with emphasis on periodic Monitoring and Evaluation. Projects must lead to regional integration and fulfilment of the SDF Charter.
- Formulation of strategies & action plan for E & I windows in consultation with CEO.
- Actively seek and solicit investment projects in the SAARC Member States and initiate with the CEO's guidance and approval discussions with Local, National/Regional and International Banks/Funding/Development Institutions to explore and identify models to fund projects in the region.
- Responsible for exploring the possibility of funding of projects after due appraisals which meet the criterion of SDF, subject to CEO & Board approvals. Monitor the implementation of projects.
- Mobilization of funds for Economic and Infrastructure projects under the guidance of CEO.
- Project execution, documentation and monitoring all aspects of project management.
- Project e-management systems, portfolio management, virtual Project Management/Development/ and closing procedures.
- Project reporting structures and mechanism i.e. weekly, monthly, biannually and annually.
- Provide advice / inputs and recommendations to the Chief Executive Officer including proposed pricing structure to be adopted by SDF pertaining to sovereign, non-sovereign and concessional loans on project selection based on technical and commercial viability of the project including economic, infrastructure, financial and managerial aspects of the proposed project.
- Management of credit / risk & investment.
- Institute best practices and approach using international ISO standards for E&I Windows projects.
- Setting up the credit business of SDF and in particular ensure effective management of the two investment windows namely Economic and Infrastructure Windows of the Fund
- Document and update the Credit policy including limits, SDF Pricing, risk policy, project loans, credit guarantees, term sheets, the funding strategy for SDF
- Initiate discussions with reputed Rating Agencies for rating of SDF and explore different models to achieve SDF objectives for funding projects
- Work on fundraising opportunities from MDBs & strategies to be structured for raising funds from capital market.
- Explore the possibility of co-financing of projects in collaboration with national, MDBs, regional organizations to maximize development impact in keeping with Section 10(1)(vi) of the SDF charter.
- Liaison & coordination with target institutions & stakeholders in SAARC Member States under guidance of CEO.
- Prepare comparative summary on findings in comparison to MDBs, IFIs and regional banks on terms & conditions of funding mechanism.

- Development of policies and procedures along with the systems creation for project financing.

S/he shall report to the CEO and carry out any other responsibilities assigned by the CEO.

(b) Qualification, Skills and experience required: Interested candidates must

- Certified Chartered Accountant or possess a post graduate degree in Project Management/Development//Investment/Credit/Fund Management/Finance/Business Administration/Economics from an Institution of National & International repute/recognition (higher professional degree would be an added advantage)
- Minimum of 15 years of post-qualification practical experience in core credit operations, with at least five (5) years in project financing and fund management at regional supervisory level,
- have excellent understanding of the developmental needs of the SAARC region and be up to date with latest developments in the economic, infrastructure and financial sector
- Preference will be given to those with experience in development activities at the level combined with certain number of years in a financial institution.
- He/she should be between 40-50 years of age, and be a bona fide citizen of a SAARC Member State i.e. Afghanistan, Bangladesh, Bhutan, India, Nepal, Maldives, Pakistan, and Sri Lanka.

(c) Remuneration:

- Net (tax free) monthly salary of US\$ 4,265 per month,
- Accommodation entitlement up to a maximum rental ceiling of US\$ 700 per month,
- Education allowance for two children up to class 12 or equivalent,
- Medical reimbursements for self and family,
- One time furnishing/ settlement allowance of US\$ 3,000,
- Home leave passage for self & family once in 18 months and other admissible joining expenses reimbursements,
- Duty free purchase/import privileges in Bhutan.



SAARC Development Fund

Vacancy Announcement for Director, Economic & Infrastructure Windows

Applications for the above position are invited from the Nationals of SAARC Member States (Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka) for appointment at the SAARC Development Fund, Thimphu, Bhutan.

The Terms of Reference (TORs) and prescribed Application Form for the above-mentioned position is available on SDF website www.sdfsec.org. Application Form, CV, copies of educational certificates and experience letters should be sent by email to ceo@sdfsec.org and admin@sdfsec.org latest by October 14, 2019.

Dr. Sunil Motiwal
Chief Executive Officer