



**SOUTH ASIAN ASSOCIATION  
FOR REGIONAL COOPERATION  
SECRETARIAT**

**Message No. 1193 02 148**  
**No. SAARC/ARD/15/SDF/2024**

The Secretariat of the South Asian Association for Regional Cooperation (SAARC) presents its compliments to the Ministries of Foreign/External Affairs of its Member States and has the honour to inform that SAARC Development Fund (SDF) has announced vacancy for the position of Chief Executive Officer (CEO) of SAARC Development Fund (SDF).

The esteemed Ministries are requested to kindly take necessary measures for widely disseminating the aforementioned vacancy announcement, including uploading in the websites of the following offices:

1. Ministry of Foreign/External Affairs, Member States of SAARC;
2. Ministry of Finance/Treasury/Planning, Member States of SAARC; and
3. Any other relevant agencies of the SAARC Member States.

The Secretariat has further the honour to inform that the last date for submission of application is November 30, 2024 [Saturday, 11.59 pm Bhutan Standard Time].

The Secretariat of the South Asian Association for Regional Cooperation (SAARC) avails itself of this opportunity to renew to the Ministries of Foreign/External Affairs of its Member States, the assurances of its highest consideration.

Encls: Vacancy Announcement, Job Description, Application Form.

**Kathmandu, 05 November 2024**



Ministries of Foreign/External Affairs  
(SAARC/Regional Organizations/Multilateral Affairs Division)  
Member States of SAARC

**Copy to:**

- i. Hon'ble Board Directors, SAARC Development Fund (SDF);
- ii. Heads of SAARC Specialized Bodies/Regional Centres for posting the same in their webpages; and
- iii. Officer In-Charge, SAARC Development Fund (SDF), Thimphu, Bhutan.



SAARC Development Fund

### **Chief Executive Officer**

SAARC Development Fund (SDF), a Specialized Body of SAARC, seeks a Chief Executive Officer to lead its Secretariat in Thimphu, Bhutan. SDF promotes regional integration through project-based funding.

If you are a mid-to-senior level professional between the age of 45-55 (on the last day of submission of application) from any of the SAARC Member States and are confident to lead the SAARC Development Fund, please visit the SDF website for details: <https://www.sdfsec.org/work-with-us/careers/> The Terms of Reference and Application Form are available on the website.

SDF Application Form, CV, copies of educational and work experience certificates should be submitted by email to the Officer-In-Charge of SDF at [recruitment@sdfsec.org](mailto:recruitment@sdfsec.org) latest by 30 November 2024.



### **Chief Executive Officer**

Job Type	: Professional/Regional Recruits
Position	: Chief Executive Officer
Agency	: SAARC Development Fund (SDF) Secretariat
Term of Service	: For five years; extendable by another term of five years
Place of posting	: SDF Secretariat, Thimphu, Bhutan.

The SAARC Development Fund (SDF) Secretariat, established in 2010 is the umbrella financial institution of the South Asian Association for Regional Cooperation (SAARC). The SDF Secretariat based in Thimphu, Bhutan undertakes and implements projects and programmes under its three windows: Social, Economic and Infrastructure in fulfillment of the greater developmental goals of the SAARC region.

#### **Key Responsibilities:**

The Chief Executive Officer of SDF shall:

- Be the chief of the operating staff of the SDF Secretariat and will be responsible for the day-to-day business of SDF under the direction of the Board of Directors (BoD);
- Be responsible for the management of the organization in accordance with the Rules and Regulations;
- Steer SDF's work, including decisions on investments, loans, guarantees and technical assistance;
- Be the ex-officio member of the BoD;
- Be accountable to SDF Board in the discharge of his/her official responsibilities;
- Be responsible for timely implementation and monitoring of the approved projects in close coordination with the SDF Member States and SAARC Secretariat;
- Be responsible for preparing and submitting Annual Report/Progress Report to the BoD in time; and
- Be the legal representative of SDF.



## **Eligibility Criteria:**

### **Experience:**

#### **Essential:**

A minimum of fifteen (15) years of proven track record in a financial institution of international/regional/national standing, and/or in development project and financial management in public sector, with at least five (5) years' experience in a leadership role.

#### **Desirable:**

Experience of dealing with the developmental challenges and opportunities faced by the developing economies, preferably in the SAARC region

Experience in Project Appraisal and Budget/Portfolio Management would be an added advantage.

### **Education:**

#### **Essential:**

Post Graduate Degree in Finance/Business Administration/Economics.

#### **Desirable:**

An advanced degree in Business Management, Public Administration or Public Policy would be an advantage.

### **Age Limit:**

Candidates should be between 45 – 55 years of age

### **Citizenship:**

A bona fide citizen of any Member State of SAARC.

## **Remuneration and allowances:**

The CEO would be paid a remuneration of US\$ 6,600 [US Dollars Six thousand six hundred (tax-free)] with accommodation, transport, and other admissible allowances and benefits as per the relevant rules of SDF.



**Privileges and Immunities:**

The CEO may enjoy applicable privileges and immunities, as per the Headquarters Agreement between the Royal Government of Bhutan and SDF.

**Tenure:**

The term of office of the CEO will be five years, extendable by another term of five years.

If you meet the above criteria and are confident to lead the SAARC Development Fund, please submit your application, CV and work experience certificates to:

Officer-In-Charge, SAARC Development Fund at Email: [recruitment@sdfsec.org](mailto:recruitment@sdfsec.org)

The application form can be downloaded from <https://www.sdfsec.org/work-with-us/careers/>

Due to the volume of the applications, only shortlisted candidates will be notified. The SDF Board will conduct the presentation and interview the shortlisted candidates for final selection.



**SAARC Development Fund Secretariat**  
3<sup>rd</sup> Floor BDBL Building  
Norzin Lam  
Thimpu 11001  
Bhutan

**Application Form**

**Position applied for:** .....

1. Name (As per Certificates)

2. Present Address

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

4. Permanent Address

5. Email Id: .....Cell No. \_\_\_\_\_

6. (a) Place of Birth

(b) Date of Birth

\_\_\_\_\_  
Day      Month      Year

7.  a) Citizenship at Birth    (b) Citizenship of any country other than the country of birth

8. Gender (Please check one):

Male

Female

9. Do you have any dependents?  Yes  No

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

Name	Date of Birth	Relationship

---

10. 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:

---

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

Yes  No

If answer is “Yes”, please provide details:

---

12. Academic Qualifications (Please furnish details):

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

13. State your professional competence in the related field and further provide related achievements to illustrate the competencies.

14. Language Proficiency (Please check appropriate columns)

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

15. Professional Experience

A. Experience related to the Job Description

Name & address of the organization	Position	Period	Nature of work

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

Name & address of the organization	Position	Period	Nature of work

16. Member of professional institution(s), if any

---

---

---

---

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

18. 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	
	From	To

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	
	From	To

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. Exact title of position	Period	
	From	To

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.

19. Do you have you any objection to our making inquiries with your present employer?

Yes

No

---

20. References (List three persons not related to you and who are familiar with your character and qualifications.)

Full Name	Postal & email addresses	Occupation

21. Legal Convictions (include all convictions other than those for minor violations of road traffic rules and regulations).

Charge	Date	Where tried	Conviction

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

--

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: _____ <i>dd month yyyy</i>	Signature: _____
-------------------------------------	---------------------

**INSTRUCTIONS:** Please fill up this Application Form completely and clearly either handwritten or typed and send scan copies through email to the Officer-In-Charge of SDF, [recruitment@sdfsec.org](mailto:recruitment@sdfsec.org) along with your CV, proof of education and work experience.

If required, additional pages may be used. Be sure to post your signature and date on this Form.

