



**SOUTH ASIAN ASSOCIATION
FOR REGIONAL COOPERATION
SECRETARIAT**

**Message No. 453 02 065
No. SAARC/ARD/77/SAC/A/2018 (Vol-II)-**

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** for its professional positions of **“Senior Program Specialist (Livestock) and Senior Program Specialist (Natural Resource Management) ”**. A copy of letter No. 318/(P-III)/21/73 dated 22 June 2021 of the SAARC Agriculture Centre (SAC), along with Prescribed Application Form and Vacancy Announcement, is enclosed.

The esteemed Ministries of Foreign/External Affairs of the Member States are requested to take necessary measures to upload the **Vacancy Announcement** in the websites of the following offices:

- i. Ministry of Foreign/External Affairs;
- ii. Relevant Ministry(ies) and offices;
- iii. National Agricultural Research System (NARS);
- iv. Relevant professional organizations/bodies/institutions; and
- v. Relevant publicly accessible sites.

It may be noted that the eligibility criteria, prescribed Application Form and other details can be downloaded from the website of the SAARC Agriculture Centre (www.sac.org.bd) and the deadline for submission of application is **16 August 2021**.

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, 24 June 2021

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

Copy to:

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



Ref: SAC No.318 (P-III)/21/৯৩

Date: 22.06.2021

Mr. Jamal Uddin Ahmed
Director (ARD)
SAARC Secretariat
Kathmandu, Nepal

Subject: ***Issue "Note Verbal" for wide circulation the vacancy announcement of Senior Program Specialist (Livestock) & Senior Program Specialist (NRM) at SAARC Agriculture Centre (SAC).***

Dear Sir,

I would like to inform you that the tenure of two professional positions i.e. Senior Program Specialist (Livestock) and Senior Program Specialist (NRM) will be ended very soon. The Center wants to take initiated to recruit the above two positions in the earliest.

Accordingly, I am enclosing herewith the detail vacancy announcement with prescribed application form for circulation to all SAARC desks of the Ministry of Foreign/External Affairs of the SAARC Member Countries. Meanwhile, SAC has already published in the National Daily News Paper of Bangladesh and also at the SAC website <http://www.sac.org.bd> for wider circulation.

Kindly note that 16th August 2021 is the last date of receiving applications for above professional positions.

You may please take necessary step to issue a "Note Verbal" for wider circulation among the SAARC Member States to get the right candidate for the professional positions.

With best wishes and kind regards,

Sincerely Yours,

22.06.2021

(Dr. Md. Baktear Hossain)
Director
SAARC Agriculture Centre

Enclosed: 1. Vacancy Announcement
2. Prescribed Application Form



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

VACANCY ANNOUNCEMENT (2021)

Professional Position under SAARC Agriculture Centre (SAC)

A)	Post	:	Senior Program Specialist (Livestock)
	Age	:	Not more than 55 (Fifty five) years.
	Duty Station	:	Dhaka, Bangladesh
	Closing Date	:	16 th August 2021
	Date of Joining	:	Sixty (60) days from the date of issue of offer letter.
	Duration	:	3 years

Qualification and Experience:

PhD in Livestock Science / Veterinary discipline specialization in related areas with 10 years experience or Masters with good academic record in the above disciplines with 15 years experience.

Professional Competence:

Person should be specialized in program/project development in the area of animal production and management, Value addition, implementation, monitoring and impact analysis of the program/projects and in report preparation and presentation.

Clear understanding on the regional and global context, SPS, GMP (Good Management Practice) matters, hazard analysis and technology packaging is essential.

Proven capabilities in initiating international linkages and securing funding and collaborative projects.

Brief Job Description:

As a senior member of the divisional team, should be able to perform and initiate program/activities in the area of livestock farming in particular and broadly in other related areas to accomplish the responsibility of the division. These are, but not limited to; need analysis and prioritization of regional requirements (also country), develop collaborative programs in the area of animal production and related issues, GMP (Good Management Practices), 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, policy input etc. on timely basis.

Provide necessary support and cooperation to other divisions of the Centre for successful implementation of the program/ activities of the Centre.

Assist the Director; and extend necessary cooperation to other divisions.

Any other responsibility relevant to the Centre programs.

B) Post	Senior Program Specialist (Natural Recourse Management)
Age	Not more than 55 (Fifty five) years.
Duty Station	Dhaka, Bangladesh
Closing Date	16 th August 2021
Date of Joining	Sixty (60) days from the date of issue of offer letter
Duration	3 years

Qualification and Experience:

Ph D in Agricultural Sciences (Natural Resource Management/ Environment/ Soil Science/Soil & Water Management/ Agricultural Engineering) with 10 years or Masters Degree with 15 years experience.

Professional Competence:

Person should be specialized in the field of Natural Resource Management program development, implementation and management aspects, coordinating and monitoring regional Soil & water Management, analyzing impact of climate change, and policy related to Natural resource Management of the region

Brief Job Description:

Initiate program/project/activities in line with set priorities in the areas of Natural Resource Management in particular and other related areas to accomplish the responsibility of the division under the guidance of Director.

Prioritize programs based on country/ regional needs in the field of Natural Resource Management along with management and risk issues in SAARC countries.

Maintain linkage with national, regional and international institutes for effective planning and implementation of the Centre's program through networking.

Collect necessary relevant data, analyze, translate into information, document and disseminate for the end users like farmer, entrepreneurs, and policy planners.

Ensure proper implementation of divisional activities/works, their monitoring, evaluation and reporting in appropriate form, production of necessary technical reports, annual reports, policy input etc. on timely basis.

Provide necessary support and cooperation to other divisions of the Centre for successful implementation of the program/ activities of the Centre.

Assist the Director in all matters and performs tasks as assigned. Carry out the relevant assignments as given from time to time

Any other responsibility relevant to the Centre programs

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 the following allowances from SAC:

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 for professional staff at SAARC Agriculture Centre, Dhaka, Bangladesh is US Dollar 150.00 (One hundred and Fifty dollar) per day. 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 will 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 for 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 assigned by the Director.

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 to the Director, SAARC Agriculture Centre (SAC), BARC Complex, Farmgate, Dhaka – 1215.

The closing date for receipt of applications (hard/soft copy) at SAARC Agriculture Centre (SAC) shall be **1st August 2021** for advance copy and **16th August 2021** for proper channel copy. The application(s) not received in SAC by the above prescribed closing date(s) shall be summarily rejected, without any notice. A candidate, who anticipates delay in forwarding of his /her application by his/her employer, may send ‘Advance Copy’ of application(s) to the SAC by the said closing date. However, while sending the ‘Advance Copy’ of application(s) directly to the SAC by the closing date, the candidate should append a certificate in his/her advance copy of application indicating clearly therein that he/she has intimated his/her controlling authority/employer of the same and has also simultaneously submitted original application for the said post to his/her controlling authority/employer with a request to forward the same as application “Through Proper Channel” so as to reach SAC office positively within **15 days** after the closing date, i.e., by **16th August 2021**, otherwise it would be summarily rejected without any notice.



SAARC AGRICULTURE CENTRE (SAC)
BARC Complex, Farmgate, 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 contact details):				
3. Mailing Address (If separate from present address):				
4. Permanent Address (with contact details):				
5. A) Place of Birth:				
5. B) Date of Birth		Day	Month	Year
5. C) Age as on 16th August 2021		Day	Month	Year
6. (A) Citizenship at Birth:		6. (B) Present Citizenship:		
7. Sex (Check):		Male	Female	

8. Marital Status (Check):

 Married Single Widowed Divorced 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?

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

Name of Institution / University and Place	Degree / Diploma / Certificate	Year	Class / Division /outstanding achievements	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:									

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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:				

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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:				

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16. List of Professional publications & reports including google scholar citations/research gate citations (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 contact details

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 program, will be retained on our roster for a maximum period of 12 months.

Recommendation by the 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

