



**SOUTH ASIAN ASSOCIATION  
FOR REGIONAL COOPERATION  
SECRETARIAT**

Message No. 047/02/009  
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 Announcement**” for a professional post of “**Senior Programme Specialist (Priority Setting & Program Development)**”. A copy of letter No. SAC/73 5(P-II)/21/17 dated 19 January 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](http://www.sac.org.bd)) and **the deadline for submission of application is 31 March 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.**



*D*  
Kathmandu, 25 January 2021

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

**Copy to:**

- (i) Governing Board (GB) 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. 73/5(P-II)/21/17

Date: 19/01/2021

Mr. Jamal Uddin Ahmed  
Director (ARD & SDF)  
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 Sir,

I would like to inform you that there is a vacancy for Professional position i.e., Senior Program Specialist (Priority Setting and Program Development) at SAC, Dhaka. The Center has initiated to fill up the above position at the earliest.

Accordingly, I am sending 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 initiated to publish in the National Daily News Paper of Bangladesh and also at the SAC website [http:// www.sac.org.bd](http://www.sac.org.bd) for wider circulation.

Kindly note that 31<sup>st</sup> March 2021 is the last date of receiving applications for above professional position.

You may please take necessary step to issue a "Note Verbal" for wider 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. Md. Baktear Hossain)  
Director

Enclosed: 1. Vacancy Announcement  
2. Prescribed Application Form



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

**VACANCY ANNOUNCEMENT (2021)**

Post	:	<b>Senior Program Specialist (Priority Setting &amp; Program Development)</b>
Age	:	Not more than 55 (Fifty five) years.
Duty Station	:	Dhaka, Bangladesh
Closing Date	:	31 <sup>st</sup> March 2021
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 qualification.

**Brief Job Description:**

As a senior member of the division, he/she should be able to perform and initiate programs/activities in the area of policy issues in agriculture and related fields and analyze the impact of those executed programs/activities.

To accomplish the divisional responsibility by building partnership activities in different fields of agriculture including material, knowledge and technology transfer.

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

Ensure timely publication of reports, papers, books, policy brief, any other relevant documents as and when assigned by the competent authority.

**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.	<b>Living Allowance</b>	US \$ 1,225.00 (US Dollar One Thousand Two Hundred Twenty five) only per month (50 % US Dollar & 50 % Taka).
2.	<b>Daily Allowance in lieu of House rent allowance</b>	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.	<b>Residential Accommodation</b>	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.	<b>Furniture Grant</b>	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.	<b>Children's Education Allowance</b>	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.	<b>Medical Allowance</b>	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.	<b>Home Leave Allowance</b>	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.	<b>Other(s)</b>	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 2<sup>nd</sup> 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](http://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 **15<sup>th</sup> March 2021** for advance copy and **31<sup>st</sup> March 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 **31<sup>st</sup> March 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 <b>31<sup>st</sup> March 2021</b>		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

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 / 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 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: \_\_\_\_\_

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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